CAPITALS AND SMALLS

Each English letter is written in two different forms—*large* and *small*. For example *large* "A" and *small* "a". Given below are the 26 letters of the English alphabet in both these forms :

A, a ; B, b ; C, c ; D, d ; E, e ; F, f ;
G, g ; H, h ; I, i ; J, j ; K, k ; L, l ;
M, m ; N, n ; O, o ; P, p ; Q, q ; R, r ;
S, s ; T, t ; U, u ; V, v ; W, w ; X, x ;
Y, y ; Z, z.

English letters written in the *large form* are called **Capital Letters** or **Capitals.**

English letters written in the *small form* are called **Small Letters** or **Smalls.**

USE OF THE CAPITALS

Written words in English are mostly made up of small letters. But in certain cases, the capitals must be used. Here are the rules for their use :

1. **The first letter of the first word of a sentence** ; as—
   The milkman has come.
   He has brought milk for us.
2. **The first letter of a proper noun** ; as—
   Lata, Peter, Abdul, Agra, the Ganga, Monday, July, etc.
3. **The first letter of a quotation** ; as—
   The priest said, "Trust in God."
   Buddha said, "Know yourself."
4. **The first letter of a title** ; as—
   Vir Chakra, Lord Clive, Raja Ram Mohan Roy, etc
5. **The first letter of the first word of every line of a verse** ; as—
   Go to bed late,
   Stay very small,
   Go to bed early,
   Grow very tall.
6. **The pronoun—I—and the interjection—O** ; as—
   It is I, sir,
   Pardon me, O God.

EXERCISES

Exercise 1. *Put* **capitals** *where necessary* :

1. where is rama ? he has gone to madras.
2. abdul said, "my father is in delhi "
3. i shall have a holiday on friday.
4. mr. smith is a very rich man.
5. lord irwin was governor-general of india.
6. the nehrus lived at allahabad.
7. where are you, o god ?
8. it is very fine. let us go out for a walk.
9. who is she ? she is my cousin.
10. sardar patel was the steel man of india.
11. our motherland is the best land of all.
12. do what you do,
    with all your might ;
    things done by halves
    are never done right.

Exercise 2. *Fill up the blanks* :

1. Spoken words are made up of...................................
2. ....words are made up of letters.
3. The English alphabet has...........................letters in all.
4. English letters written in large form are called...............
5. English letters written in small form are called...............
6. The letters....................and...................when written alone are capital.

Exercise 3. *Answer these questions* :

1. What is the English alphabet ?
2. How many letters are there in the English alphabet ?
3. What is a Letter ?
4. What is a Capital Letter ?
5. What is a Small Letter ?
6. Which two letters when written alone are capital ?

◆

CHAPTER 2

VOWELS AND CONSONANTS

VOWELS

The 26 letters of the English alphabet fall into three classes when considered in regard to the sounds they stand for. Some of them have *open sounds.* While speaking them, our breath comes out of the mouth without being completely stopped anywhere. These letters are *voiced-letters* and so they are called **vowels.**

Vowels are only five in number. They are *a*, *e*, *i*, *o*, *u.*

These vowels are the very soul of the English language. They help other letters of the alphabet to sound properly. Without them, they cannot be spoken, in fact. Take two letters *p* and *t.* When written as *pt*, they cannot be spoken properly and so they cannot make any word. But if a vowel is combined with them, they can be spoken as different words :

pat, *pet*, *pit*, *pot*, *put*, *apt*, *opt*, etc.

A vowel is a letter standing for an open sound that can be spoken independently.

SEMI-VOWELS

Two letters of the English alphabet have a peculiar quality. They are *w* and *y*. They stand in between the vowels and non-vowels. Sometimes they sound as vowels and sometimes as non-vowels. Observe the following examples.

	w, y as non-vowels	*w, y as vowels*
(*a*)	was	cow
	wait	dew
	walk	few
(*b*)	yes	my
	years	cry
	yellow	fly

It is clear from the above examples that *y* as a vowel sounds as *long i* and *w* as a vowel sounds as *long u.*

CONSONANTS

Take away the five vowels and two semi-vowels from the English alphabet. The remaining 19 letters do not have open sounds. They require the help of the vowels or semi-vowels to be spoken. They are called **consonants** or **non-vowels.**

A consonant is a letter that can sound with the help of some vowel or semi-vowel only.

Thus the 26 letters of the English alphabet can be put into three classes as under :

THE ALPHABET

(a *to* z)

Vowels	Semi-vowels	Consonants
a, e, i, o, u	w, y	b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, x, z
(5)	(2)	(19)

SYLLABLES

Observe the following :

a, *go*, *say*, *mute*, *try*, *use* are some words. Most of them have only one vowel. Some have two vowels also. But each of them has only **one vowel-sound.** The second vowel *e* in the words 'mute' and 'use' gives no sound. So, each of these words has one syllable only.

A single vowel or a group of letters with only one vowel-sound is called a syllable.

A word may have one, two, three, four or five syllables even. Observe the following examples :

1. I, O, a, may, talk (one syllable)
2. sai-lor, sis-ter, poin-ter, hap-py (two syllables)
3. to-mor-tow, in-do-lent, un-der-stand (three syllables)
4. re-com-mending (four syllables)
5. re-com-mend-a-tory (five syllables)

EXERCISES

Exercise 1. *Tick the* **vowels** *and* **semi-vowels** *:*

g w d a f
e b j i l
z p o c y

Exercise 2. *Put a* **vowel** *in each blank to make a word :*

1. c...n 2. f...r 3. r...n 4. p...n
5. c...w 6. tr...p 7. st...ck 8. l...mp
9. k...ll 10. c...rt 11. f...n 12. h...pp...n
13. s...d 14. l...nd 15. d...sk 16. l...ss...n
17. j...g 18. m...n 19. d...y 20. c...rp...t
21. cl...th 22. ...nk 23. p...p...r 24. b...ll
25. f nd 26. pr...p...r 27. br...ng 28. c...f...

Exercise 3. *Put a* **semi-vowel** *in each blank to make a word* :

1. fe... 2. e...e 3. flo... 4. h...mn
5. la.. 6. so... 7. sl... 8. ne...s
9. se..n 10. bro...n 11. st...le 12. fr...

Exercise 4. *Put a* **consonant** *in each blank to make a word*:

1. ...as 2. ...ear 3. ca...in 4. ru...ee
5. ta...le 6. chai... 7. gra...e 8. w...y
9. whe...e 10. p...y 11. bul...ock 12. pla...e

Exercise 5. *Divide each of these words into syllables* :

father, bullock, village, bazaar, grumbling, gently, railway, collar, yesterday, silently, holiday, paper, overcoat, umbrella, recommend, sorrowful, dinner.

Exercise 6. *Answer these questions* :

1. What is a vowel ? How many vowels are there in English ?
2. What is a semi-vowel ? How many are they ?
3. What is a consonant ? How many are they in all ?
4. What is a syllable ?

CHAPTER 3

WORD-GROUPS

WORDS

We always talk and write in words. Sometimes a single word makes an idea clear. If I say to you—

"Go."—you can understand what I mean.

Similarly the word—"**Come.**" or "**Sit.**" or "**Stand.**" makes the speaker's meaning clear.

WORD-GROUPS

But we cannot go very far with such single words. Mostly we use several words together, *i.e.*, word-groups. We say—

1. Go there immediately.
2. Come back in no time.
3. Sit down here.
4. Stand up in the sun.

Each of these word-groups makes a meaning of the speaker clear. The hearer or the reader can follow them easily.

ORDER OF WORDS

Observe these word-groups :

1. a Mary has lamb little
2. two are we brothers
3. This a very sum easy is
4. The chased cat rat the

None of these word-groups has any meaning. Why is it so ? Because their words are not in proper order. They stand jumbled. Let us put them in their proper order :

1. Mary has a little lamb.
2. We are two brothers.
3. This is a very easy sum.
4. The cat chased the rat.

Now each word-group makes sense and gives complete meaning. So, we must arrange the words in a certain order to experss clear meaning.

THE PHRASE

Observe the following word-groups :

1. in the corner
2. at dead of night
3. in a hurry

Does each word-group make sense ? Yes, it does make sense but not complete sense. The words are in correct order, but they give incomplete sense. We have to know something more in each case to get complete meaning. For example—

1. *What is*—in the corner ?
2. *What happened*—at dead of night ?
3. *Who is*—in a hurry ?

Word-groups that make some sense only are called **phrases.**

A phrase is a word-group that makes some sense but not complete sense.

THE SENTENCE

Let us add the required words to each of the above *phrases* :

1. *The chair is* in the corner.
2. *It began to rain* at dead of night.
3. *The teacher was* in a hurry.

Now each word-group gives clear and complete meaning. Such word-groups are called **sentences.**

A sentence is a word-group that makes complete sense.

EXERCISES

Exercice 1. *Arrange the words in each word-group in proper order so that it makes complete sense* :

1. is to-day it cold very
2. under is cat the table the
3. a is my teacher mother
4. must neighbour your love you
5. the barked at dog the boy

6. after children all are children
7. My been has pen lost
8. new worn has saree she a
9. a my long village off is way

Exercise 2. *Some of threse groups are phrases while others are sentences. Pick out sentences and tick each of them* :

1. Jack and Jill went up a hill.
2. beside the lake.
3. at the end of the day.
4. The lion sprang at the deer.
5. The boys laughed at the beggar.
6. one hot summer night.
7. Twelve weavers set out on a journey.
8. on the top-floor.
9. The teacher gave us a test.

Exercise 3. *Add words to each of these phrases to make it a sentence* :

1. over the stream
2. early one morning
3. across the road
4. at 7 a.m.
5. within an hour
6. in a very happy mood
7. on the hill-top
8. beneath a shady tree
9. to a nearby town
10. in the heart of the town
11. behind a thick bush
12. in a boat

Exercise 4. *Answer these questions* :

1. What is a word ?
2. What is a phrase ?
3. What is a sentence ?
4. Can any word-group give meaning ?
5. Which word-groups can give meaning ?
6. Can a single word give complete meaning too ? Give two examples.

CHAPTER 4

THE SUBJECT AND THE PREDICATE

PARTS OF A SENTENCE

We know that sentences are made up of words. When they are set in proper order, they make sentences.

Observe the following sentences :

1. **Mary** has a little lamb.
2. **The cat** chased the rat.
3. **The cow** is at the manger.
4. **The milkman** is at the door.

Each of these sentences has two parts : one of these two parts is in bold letters. It shows—**what we are talking about.**

In sentence 1, we talk about—*Mary.*
In sentence 2, we talk about—*The cat.*
In sentence 3, we talk about—*The cow.*
In sentence 4, we talk about—*The milkman.*

So, this part is the "*subject of the talk*" in each sentence. That is why it is called the **Subject** of the sentence.

The subject of a sentence is the noun or pronoun that does the action or about which something is said.

The other part of each sentence gives—**what we say about the subject**.

In sentence 1, we say—*has a little lamb*—about—**Mary**
In sentence 2, we say—*chased the rat*—about—**The cat.**
In sentence 3, we say—*is at the manger*—about—**The cow**.
In sentence 4, we say—*is at the door*—about—**The milkman**.

This part affirms or *predicates* something about the subject in each sentence. That is why it is called the **Predicate** of the sentence.

The predicate of a sentence is the word-group that predicates or affirms something about the subject of the sentence.

Let us now see how to find the subject in a sentence. It is very simple indeed. Put the question—*What* or *Who*—to the verb. The answer shall be the subject of the sentence.

In sentence 1, Who has a little lamb ? The answer is—**Mary.**

In sentence 2, What chased the rat ? The answer is—**The cat.**

In sentence 3, What is at the manger ? The answer is—**The cow.**

In sentence 4, Who is at the door ? The anwer is—**The milkman.**

EXERCISES

Exercise 1. *Underline* **subjects** *in the following sentences* :

1. Your coat is very fine.
2. Lions roar in the forest.
3. Peter stood first in the test.
4. The train was late by two hours.
5. Dogs chase the cats.
6. The boys laughed at the poor man.
7. The boy with a red turban is very gentle.
8. The poor old ox has died.
9. Early man was a food-getherer.

Exercise 2. *Underline* **predicates** *in the following sentences* :

1. The king died of a broken heart.
2. Rama was exiled for 14 years.
3. Cats live on mice.
4. My father runs a bakery.
5. The teacher taught us a new lesson.
6. The horse is a faithful animal.
7. Boys are after all boys.
8. Everyone is to die one day.
9. Animals and plants depend on each other.

Exercise 3. *Fill up each blank with a* **subject** :

1. .... reached school in time.
2. .... was crying for milk.
3. .... am very tired indeed.
4. .... climbed up a tree.
5. .... is an old man.

6. ....could not solve the sum.
7. ....rises in the east daily.
8. ....is much larger than the moon.
9. ....is the best land of all.

Exercise 4. *Fill in each blank with a* **predicate** :

1. The cat is..
2. The man with a hat..
3. My house..
4. Our school..
5. The dog ....
6. The hound ....
7. The train..
8. My mother..
9. The thief ....

Exercise 5. *Answer these questions* :

1. What is a sentence ?
2. How many chief parts has a sentence ?
3. Can you name the two chief parts of a sentence ?
4. What is a subject ?
5. What is a predicate ?

Exercise 6. *Here are two columns A and B. In column A are given the* **subjects** *and in column B are given the* **predicates**. *Match them and write the sentences in your copy-book.*

A	*B*
Subjects	*Predicates*
Dogs	is very strict
The peacock	shines with sunlight
The moon	is called wind
The moving air	dances in the rain
Our teacher	bark at night
Mohan	is our basic need
The hunter	spins like a top
The earth	is very good at English
Food	shot at the lion

CHAPTER 5

PARTS OF SPEECH

SPEECH

The word—**speech**—means *whatever we speak or talk.* When we talk, we use sentences. Each sentence is made up of words. Each word is made up of letters put in a certain order. Groups of letters that have meaning are words and groups of words that make complete sense are called sentences. It requires different types or classes of words to be put together to build up a sentence.

PARTS OF SPEECH

It is clear then that our speech (talk) is made up of different kinds of words. Just as we require different kinds of workmen to build a house, we need different kinds of words to build up a language. To build a house we need brick-layers, labourers, masons, plumbers, carpenters and painters etc. In the same way, we require *naming words* (to name things), *words of actions* (to show actions), *qualifying words* (to tell the qualities), *joining words* (words that join words etc.) and many other types of words to build up our speech. Each of these words does a different job as a part of our speech. So, we can say that our speech has a number of parts. According to the different jobs that the words do, they fall into eight different classes. These classes are called **Parts of Speech.**

The eight parts of speech have been named as under :

1. **Nouns**—*naming* words
2. **Pronouns**—words *used for nouns to* avoid their repetition
3. **Verbs**—words that express *action* or *facts*
4. **Adjectives**—words that *qualify nouns* or *pronouns*
5. **Adverbs**—words that *qualify verbs* and *adjectives*
6. **Prepositions**—words that *relate nouns* to other words
7. **Conjunctions**—words that *join words* and *sentences*
8. **Interjections**—words expressing *sudden feelings* of the mind

GRAMMAR

It is the science of Grammar that helps us know about words, their jobs and about sentences. It teaches us the correct use of words. It keeps a language in discipline. It consists of various sets of rules that teach us how to speak and write a language in its correct form.

Grammar is the science that teaches us how to speak and write a language in the correct form.

We shall now study the parts of speech one by one in detail. The first to be studied is the *Noun*—the *naming word.* You will learn about it in next chapter.

EXERCISES

Exercise 1. *Answer these questions* :

1. How many parts of speech are there in all ?
2. Name all the parts of speech.
3. What are words made up of ?
4. What are sentences made up of ?
5. Do all the words in a sentence do the same job ?
6. What is Grammar ?

Exercise 2. *Choose from B the Definition that goes with the Part of Speech in A.*

Example : Noun—naming words.

A (Parts of Speech)	*B (Definitions)*
Interjections	Words qualifying nouns or pronouns
Pronouns	Naming words
Verbs	Words that join words together
Adverbs	Words that express feelings
Conjunctions	Words of action
Nouns	Words qualifying verbs and adjectives
Prepositions	Words that show relation of nouns with other words
Adjectives	Words that stand for nouns

CHAPTER 6

THE NOUN

The word **noun** means—*a name*.

As mentioned in the previous chapter, nouns are naming words. They name persons, places, animals, things, actions, qualities and feelings etc. Let us study them in detail.

A. *Read these sentences and observe the words in bold type* :

(*a*) **Anil** is a cunning **boy**.

(*b*) My **mother** is an old **lady**.

(*c*) **Mohan** and **Mala** are **friends**.

(*d*) Aneeta's **brother** is a **doctor**.

(*e*) The **postman** brought me a **letter**.

(*f*) **Mr. John** is an able **teacher**.

All the words in bold type are **names of** *persons*.

B. *Read these sentences and observe the words in bold type* :

(*a*) Our **school** is near the **bus-stop**.

(*b*) **Calcutta** is a very large **city**.

(*c*) Lions and tigers live in **forests**.

(*d*) Your **house** is on the **road-side**.

(*e*) **Paris** is the capital of **France**.

(*f*) The river flows through a narrow **valley**.

All the words in bold type are **names of** *places*.

C. *Read these sentences and observe the words in bold type* :

(*a*) **Cows** live on grass.

(*b*) **Tigers** and **lions** kill **deer** and **hares**.

(*c*) The **sheep** is a meek **animal**.

(*d*) Mrs. Dass keeps **hens** and **ducks**.

(*e*) The **eagle** is the king of **birds**.

(*f*) **Spiders** live on **flies**.

All the words in bold type are **names of** *animals*.

D. *Read the sentences and observe the words in bold type :*

(*a*) My **books** are on the **table.**
(*b*) The **pen** is in the **inkpot.**
(*c*) **Pictures** and **charts** are hanging on the **wall.**
(*d*) She has bought a **ribbon** and a **hair-pin.**
(*e*) The hawker is selling **mangoes** and **melons.**
(*f*) This room has two **doors** and four **windows.**

All the words in bold type are **names of** *things.*

E. *Read these sentences and observe the words in bold type :*

(*a*) **Honesty** pays in the long run.
(*b*) We must treat animals with **kindness.**
(*c*) An elephant has great **strength.**
(*d*) **Patience** is so dear to God.
(*e*) **Poverty** teaches us a lot.
(*f*) **Beauty** cannot be made.

All the words in bold type are **names of** *qualities.*

F. *Read these sentences and observe the words in bold type :*

(*a*) The hare and the tortoise had a **race.**
(*b*) Lata sings very sweet **songs.**
(*c*) The baby enjoyed a sound **sleep.**
(*d*) She has a graceful **gait.**
(*e*) Good **deeds** bring joy.
(*f*) He had a bad **fall.**

All the words in bold type are **names of** *actions.*

G. *Read these sentences and observe the words in bold type :*

(*a*) I have **sympathy** with you.
(*b*) **Sorrow** must be shared.
(*c*) **Joy** is always short-lived.
(*d*) His behaviour put me in **wonder.**
(*e*) She was struck with **grief.**
(*f*) He is dead to all sense of **shame.**

All these words in bold type are **names of** *feelings.*

All the different types of naming words are called NOUNS.

A noun is the name of a person, place, animal, thing, quality, action or feeling etc.

EXERCISES

Exercise 1. *Arrange these words in seven lists* :

(*Persons, Places, Animals, Things, Qualities, Actions, Feelings*) chair, Amita, surprise, fox, cot, pencil, milkman, Modinagar, pigeon, spider, doctor, battle-field, cap, woman, bat, truth, deed, orchard, town, sadness, uncle, Poland, ass, innocence, happiness, gait, iron, goodness, agreement, motion, laziness, shame.

Exercise 2. *Underline all* **nouns** *in the following sentences* :

1. Asha has won a trophy.
2. Dogs have curved tails.
3. Rama was an obedient son.
4. Gopal was born at Chandigarh.
5. Bread is made of flour.
6. There is little medicine in the bottle.
7. The heat of the sun melts the snow.
8. The boat capsized in the river.
9. Your brother has fared well in the test.
10. The oxen draw our carts and work our wells.
11. There is a partridge in the cage.
12. This building is made of red stone.
13. Our school is a long way off.
14. My cousin has written an interesting story.
15. All quadrupeds can run fast.
16. Birds fly but turtles swim.
17. The cuckoo sings with a shrill voice.
18. My office has four chairs and a table.
19. Your answer to my question is correct.
20. Daddy has a new suit on.
21. Butchers sell us meat and fish.

Exercise 3. *Write the names of—*

(*a*) six persons.
(*b*) six animals.
(*c*) six things.
(*d*) six places.
(*e*) six qualities
(*f*) six actions.
(*g*) six birds.
(*h*) six feelings.

Exercise 4. *Fill up each blank with a suitable* **noun** :

1. Write with a..............and cut with a..........................
2. My...is seriously ill.

3. Gopi and Hari are..
4. The dogs chase the............................in the jungle.
5. The name of our motherland is..............................
6. ....grow wheat for us in..........................
7. There is no....................................in the play-ground.
8. ....is the largest city in India.
9. This is a very interesting......................................
10. I am unwell ; send for the ....at once.
11. The boys and............... are playing in the...................
12. Indian...............................are the bravest in the world.
13. Television is the latest means of...............................
14. My father reads a.........................daily in the morning.
15. Horses are kept in a...................and...............in a sty.
16. There are many......................................in the garden.
17. Cars, buses, trucks and tempos are all means of............
18. A nation's strength is in her...

Exercise 5. *Use these nouns in sentences* :

(*a*) mother, teacher, cousin, friend, uncle, husband
(*b*) town, jungle, market, floor, roof, road-side
(*c*) leopard, fox, spider, tortoise, pigeon
(*d*) black-board, chart, map, desk, satchel, sharpener, slate
(*e*) weakness, sin, honesty, bravery, beauty, truth
(*f*) play, walk, race, sleep, laughter, success
(*g*) delight, hatred, grief, wonder, pride, modesty

Exercise 6. *Write*—

(*a*) three nouns beginning with letter *p*.
(*b*) three nouns ending in letter *t*.
(*c*) three nouns naming plants.
(*d*) three nouns naming heavenly bodies.
(*e*) three nouns naming things of your daily use.
(*f*) three nouns naming parts of the body.
(*g*) three nouns naming three subjects.
(*h*) three nouns naming persons in a family.

Exercise 7. What is a noun ? Give at least twelve examples.

CHAPTER 7

THE NOUN—KINDS AND USE

The word **noun** means—*a name.*

We have read in the previous chapter that nouns are names of *persons*, *places*, *things*, *animals*, *quantities*, *feelings* and *actions* etc. All these names fall into two chief classes :

1. names or nouns that we can *touch, see, hear and smell.* They can occupy space. In other words, they have *concrete forms.*
2. names or nouns that we can only *think of* or *feel* but cannot touch. They do not occupy any space either. In other words, they are *abstract.*

So, nouns have two main kinds :

1. Concrete Nouns 2. Abstract Nouns

CONCRETE NOUNS

Read these sentences and observe the words in bold tpye :

1. **Dara Singh** is a great **boxer.**
2. The **horse** is a faithful **animal.**
3. **Ornaments** are made of **gold** and **silver.**
4. Our **team** must win the **shield.**
5. **Delhi** is an ancient **town.**

All the words in bold type are names of things that we can touch and that occupy space. They include names of persons, places, animals, things, materials and collections of things. So, they are called **Concrete Nouns.**

A concrete noun is one that names a concrete object—a person, place, thing, material, or a collection of things or persons etc.

EXERCISES

Exercise 1. *Write* **concrete nouns** *naming* :

(*a*) five persons (*b*) five animals (*c*) five places

(*d*) five things (*e*) five materials (*f*) five collections.

Exercise 2. *Underline* **concrete nouns** *in the following sentences* :

1. A fish cannot live on land.
2. Turtles are different from tortoises.
3. Mr. John is a famous photographer.
4. Mala is a diligent and honest girl.
5. The Quran is a sacred book of the Muslims.
6. The Indian ladies are faithful wives.
7. I was impressed with his manners.
8. This train is bound for Bombay.
9. The cowherd is following his herd of cattle.
10. Whose bunch of keys is this ?
11. The mob stoned the policeman.
12. The burglar made away with the ornaments.

Exercise 3. *Supply a suitable* **concrete noun** *for each blank* :

1. The farmer bought a new..................................of oxen.
2. The.............................decided the case in my favour.
3. The general ordered the............................to advance.
4. Early men used tools made of..................................
5. This.....................................is made of pure gold.
6. I have.........................and....................for breakfast.
7. I asked all my...........................to my birth-day party.

Exercise 4. Define a concrete noun. How is it different from an abstract noun ?

SUB-KINDS OF CONCRETE NOUNS

Concrete names fall into four classes or groups :

1. Names of *particular things, places or persons*
2. Names of *common things, places or persons*
3. Names of *materials of which things are made*
4. Names of *collections of things or persons etc.*

So, concrete nouns are of four kinds too :

1. Proper Nouns
2. Common Nouns
3. Material Nouns
4. Collective Nouns

PROPER NOUNS

Read these sentences and observe the words in bold type :

1. **Paris** is the capital of **France.**
2. **Rama** was a prince of **Ayodhya.**
3. The **Bible** is a sacred book of the **Christians.**
4. The **Red Fort** is made of red stone.
5. The **Indian Ocean** washes the feet of **India**.

All the words in bold type are names of *particular persons*, *places* and *things* etc. So they are **particular** or **proper nouns**.

Proper nouns have no *plural forms.* Each proper noun is begun with a capital letter.

A proper noun is the noun that names a particular place, person or thing to single it out from others of its class.

COMMON NOUNS

Read these sentences and observe the words in bold type :

1. The **train** stopped at the **station.**
2. The blind **beggar** sits by the **road-side.**
3. The **dog** is a very faithful **animal.**
4. The **children** stood round the **pole.**
5. The **farmer** is looking for his **oxen.**

All the words in bold type are names of *common things, places* or *persons.* Each of them belongs to a class with many others of its kind. Such nouns are called **common nouns.**

All common nouns have their *plural forms.*

A common noun is the noun that names a person, place or thing of whose kind there are many others.

MATERIAL NOUNS

Read these sentences and observe the words in bold type :

1. Bread is made from **flour.**
2. This ear-ring is made of **gold.**
3. Buildings are made of **stone, cement** and **iron.**
4. This almirah is made of **steel.**
5. Tables and chairs are made of **wood.**

All the words in bold type are names of *materials* used to make different things. Such nouns are called **material nouns.**

A material noun is the noun that names a substance or material of which things are made.

Material nouns, too, have no *plural forms.*

COLLECTIVE NOUNS

Read these sentences and observe the words in bold type :

1. The shepherd is tending his **flock** of sheep.
2. The mother-pig bore a **litter** of ten piglets.
3. Our **class** is going on a sight-seeing trip.
4. Parents and children together make a **family**.
5. Our **army** beat the enemy back.

All the words in bold type are names of *collections* of persons, animals or things. So, they are called **collective nouns.** Collective nouns have their *plural forms.*

A collective noun is the noun that names a group or collection of persons, animals or things as a complete whole.

EXERCISES

Exercise 1. *Write—*

(*a*) six proper nouns.
(*b*) six common nouns.
(*c*) six material nouns.
(*d*) six collective nouns.

Exercise 2. *Arrange these nouns in four lists* :

[*Proper* *Common* *Material* *Collective*]

Latif, chair, box, crowd, jackal, Madras, crane, aluminium, watchman, ball, hockey-stick, sailor, Mahavira, bedding, Spain, Kalidasa, grove, copper, metal, group, swarm, hill, chain, bullock, cluster, mob.

Exercise 3. *Underline each* **noun** *in the following sentences. Mention its* **kind** *too* :

1. Nicholas is tall and slim.
2. How are houses useful to us ?
3. A pack of wolves is roaming in the forest.

4. Chairs are made of wood and cane.
5. The Ganga is the largest river in India.
6. The roof of this house is made of slate.
7. The bitch bore a litter of six pups.
8. The firemen put out the fire in no time.
9. My motherland is the best land of all.
10. This plane is bound for Gauhati.
11. Jesus Christ preached many good things.
12. The labourers work very hard by day.
13. This grand building has two bed-rooms.
14. Unloose the shoe-laces and lie down on the cot.
15. The dark clouds are full of rain.

Exercise 4. *Fill up each blank with a suitable* **noun.** *Mention its* **kind** *also* :

1. The....................................was built by Shah Jahan.
2. The Gita is a sacred......................of the....................
3. Pt. Jawahar Lal Nehru was our first..............................
4. We often unloose our........................ at.......................
5. The..................................is a very useful public servant.
6. Our..................................shelter us from bad weather.
7. Trees bring forth new............................during spring.
8. Our..................................played a match against them.
9. A ....of robbers overtook the travellers.
10. Fix a......................................of flowers in the vase.
11. The angler caught a big..............................of fish.
12. Doors and windows are made of..................and............
13. People made houses of..............................in the past.
14. A strong force is stationed at.....................................
15. The king consulted his..............................of ministers.

Exercise 5. *Supply a suitable* **collective noun** *for each blank* :

1. a............of cattle
2. a..................of shoes
3. an............of soldiers
4. a..................of stars
5. a............of ships
6. a..................of birds
7. a............of keys
8. a..................of hills
9. a............of fish
10. a..................of hounds
11. a............of pups
12. a..................of flowers

Exercise 6. *Supply a suitable* **noun** *for each blank* :

1. a garland of..............
2. a gang of..............
3. a herd of..................
4. a pack of..............
5. a bunch of................
6. a bevy of...............
7. a litter of ....
8. a mob of...............
9. a band of.................
10. a swarm of............

ABSTRACT NOUNS

Read these sentences and observe the words in bold type :

1. We must do a good **deed** daily.
2. Mohan has won the 400 metre **race.**
3. **Happiness** comes from a true prayer.
4. **Slavery** is a great curse.
5. Exercise gives **strength** to muscles.
6. **Music** soothes a worried mind.

All the words in bold type are names of *actions, states, feelings, qualities* and *arts* etc. Such things can be **thought of** or **felt** only. We cannot touch them. They do not occupy any place either. In other words, these names are of abstract things. So, they are called **abstract nouns.**

Remember that each abstract noun belongs to a concrete noun. But it is felt or thought of apart from its concrete noun.

An abstract noun is the noun that names an abstract thing—action, quality, feeling, state or art etc.

FORMATION OF ABSTRACT NOUNS

Abstract nouns are generally formed from—

(*a*) Common Nouns (*b*) Adjectives (*c*) Verbs

A—From Common Nouns

C. Noun	*Abs. Noun*	*C. Noun*	*Abs. Noun*
friend	friendship	boy	boyhood
king	kingship	child	childhood
master	mastery	owner	ownership
slave	slavery	robber	robbery

C. Noun	*Abs. Noun*	*C. Noun*	*Abs. Noun*
minister	ministry	dacoit	dacoity
burglar	burglary	king	kingship
coward	cowardice	hero	heroism
infant	infancy	thief	theft
school	schooling	rascal	rascality
captain	captaincy	agent	agency
bond	bondage	relation	relationship

B—From Adjectives

Adjective	*Abs. Noun*	*Adjective*	*Abs. Noun*
able	ability	courteous	courtesy
active	activity	cruel	cruelty
brave	bravery	dark	darkness
bold	boldness	deep	depth
big	bigness	different	difference
broad	breadth	eager	eagerness
free	freedom	false	falsehood
high	height	foolish	folly
intelligent	intelligence	hot	heat
ignorant	ignorance	humble	humility
patient	patience	diligent	diligence
just	justice	efficient	efficiency
merry	mirth	deficient	deficiency
poor	poverty	long	length
quick	quickness	dear	dearth
grateful	gratitude	proud	pride
true	truth	quiet	quietude
slow	sloth	short	shortage
rapid	rapidity	wide	width
polite	politeness	rude	rudeness
advise	advice	bear	birth
arrive	arrival	believe	belief
act	action	be	being
do	deed	practise	practice

C—From Verbs

Verb	*Abs. Noun*	*Verb*	*Abs. Noun*
carry	carriage	choose	choice
defend	defence	define	definition
describe	description	eat	eatable
expect	expectation	fly	flight
give	gift	laugh	laughter
go	gait	live	life
hate	hatred	move	motion
heal	health	meet	meeting
injure	injury	oppose	opposition
judge	judgement	pay	payment
punish	punishment	pray	prayer
protect	protection	prevent	prevention
see	sight	save	saving
solve	solution	sit	sitting (seat)
serve	service	speak	speech
seize	seizure	enclose	enclosure
please	pleasure	relieve	relief
think	thought	treat	treatment
try	trial	offend	offence
acquit	acquittal	remove	removal
utter	utterance	write	writ

D—Verbs having the Same Forms as Abstract Nouns

Verb	*Abs. Noun*	*Verb*	*Abs. Noun*
cry	cry	sleep	sleep
desire	desire	ride	ride
fall	fall	stay	stay
fear	fear	step	step
help	help	talk	talk
hope	hope	taste	taste
joke	joke	touch	touch
love	love	walk	walk
mark	mark	want	want
regret	regret	work	work
respect	respect	talk	talk

E—Names of subjects, games, sciences, arts are Abstract Nouns too :

language
cricket
painting
grammar
physics
poetry
music
drawing
science

EXERCISES

Exercise 1. *Write the names of—*

(*a*) six actions.
(*b*) six qualities.
(*c*) six feelings.
(*d*) six states.
(*e*) six subjects.
(*f*) six arts.

Exercise 2. *Underline* **abstract nouns** *in the following sentences. Mention the* **kind** *of each* :

1. Honesty pays in the long run.
2. Love is blind.
3. Childhood is innocent but youth is rash.
4. Beauty needs no ornaments.
5. Her walk and talk are full of grace.
6. Honour comes to the brave only.
7. Every living thing grows in height and girth.
8. Slavery is a grave curse.
9. Childhood knows no worry at all.
10. The king burst into a loud laughter.
11. Painting and music are fine arts.
12. Cheating earns hatred of people and displeasure of God.
13. The earth's rotation causes days and nights.
14. Joys and sorrows go hand in hand with each other.
15. A day-light robbery occurred in Bombay yesterday.

Exercise 3. *Supply a suitable* **abstract noun** *for each blank* :

1. ....to parents is the greatest worship.
2. We must show.......................................to our teachers.
3. ....is my favourite subject, but I am at sea in..................
4. ....to animals is a great virtue.
5. ... .is the best policy. It brings honour.

6. ....always begins at home.
7. A hare and a tortoise had a..
8. Good food gives..to the body.
9. ....is the gravest curse on this earth.
10. She has a good..of English language.
11. Necessity is the mother of..
12. We get.....................and.....................from the sun.

Exercise 4. *Make* **abstract nouns** *from the following Common Nouns* :

thief
slave
coward
fool
owner
mother
child
hero
bond
infant
dacoit
school

Exercise 5. *Make* **abstract nouns** *from the following Adjectives* :

active
cruel
dear
slow
just
proud
diligent
grateful
merry
quiet
false
poor
deep
rapid
short
patient

Exercise 6. *Make* **abstract nouns** *from the following Verbs* :

advise
fly
give
move
refuse
define
do
write
carry
be
go
live
describe
bear
see
laugh

Exercise 7. *Define and give examples* :

(*a*) Proper Nouns
(*c*) Material Nouns
(*e*) Abstract Nouns
(*b*) Common Nouns
(*d*) Collective Nouns

Exercise 8. (*a*) *Give* **ten verbs** *that are used as abstract nouns too.*
(*b*) Use each of them in sentences as a **noun** as well as a **verb**.

CHAPTER 8

NUMBER AND GENDER

A—NUMBER

A noun can be **one** or **more than one**, *i.e.*, *two*, *three* or *four* etc. in number. So, there are two numbers in English language :

1. The Singular Number
2. The Plural Number

A noun that denotes one person, place or thing etc., is in singular number ; as—

bat, *child*, *tooth*, *ox*, *foot* etc.

A noun that denotes more than one person, place or thing etc, is in plural number ; as—

bats, *children*, *teeth*, *oxen*, *feet* etc.

It has been mentioned in the previous chapter that proper, material and abstract nouns have no plural forms generally. Only common and collective nouns have their plural forms.

FORMATION OF PLURALS

Plurals can be made in several ways :

(*a*) *By adding* **s** *to the singular forms* :

Singular	*Plural*	*Singular*	*Plural*
act	acts	ear	ears
bag	bags	eye	eyes
brother	brothers	envelope	envelopes
book	books	holiday	holidays
cow	cows	house	houses
dog	dogs	law	laws
door	doors	state	states
idea	ideas	question	questions
pupil	pupils	window	windows

(*b*) *By adding* **es** *to the singular forms of the nouns ending in ch, s, sh, ss, x :*

Singular	*Plural*	*Singular*	*Plural*
match	matches	wish	wishes
watch	watches	ass	asses
latch	latches	glass	glasses
inch	inches	princess	princesses
bus	buses	dress	dresses
gas	gases	boss	bosses
bush	bushes	box	boxes
brush	brushes	tax	taxes
dish	dishes	fox	foxes

(*c*) *Nouns ending in* y *after a consonant form their plurals by dropping y and adding* ies :

Singular	*Plural*	*Singular*	*Plural*
army	armies	fairy	fairies
ally	allies	family	families
baby	babies	lily	lilies
body	bodies	luxury	luxuries
city	cities	lobby	lobbies
copy	copies	fly	flies
country	countries	story	stories
dictionary	dicionaries	trophy	trophies
daisy	daisies	victory	victories

(*d*) *Nouns ending in y after a vowel form their plurals by adding* s *only* :

Singular	*Plural*	*Singular*	*Plural*
bay	bays	key	keys
day	days	donkey	donkeys
ray	rays	monkey	monkeys
way	ways	essay	essays
boy	boys	storey	storeys
toy	toys	play	plays
joy	joys	tray	trays

(*e*) *Nouns ending in f or fe change their f or fe into* ves :

Singular	*Plural*	*Singular*	*Plural*
calf	calves	wife	wives
elf	elves	thief	thieves
half	halves	wolf	wolves
knife	knives	shelf	shelves
life	lives	sheaf	sheaves
leaf	leaves	self	selves
loaf	loaves	staff	staves

Exceptions to the above rule :

belief	beliefs	relief	reliefs
chief	chiefs	roof	roofs
dwarf	dwarfs	proof	proofs
handkerchief	handkerchiefs	cliff	cliffs
mischief	mischiefs	fife	fifes

Four nouns ending in f have double plurals :

scarf	scarfs scarves	wharf	wharfs wharves
staff	staffs staves	hoof	hoofs hooves

(*f*) *Nouns ending in o usually form their plurals by adding* es *to their singular forms* :

Singular	*Plural*	*Singular*	*Plural*
buffalo	buffaloes	potato	potatoes
cargo	cargoes	motto	mottoes
hero	heroes	echo	echoes
mango	mangoes	halo	holoes
tomato	tomatoes	negro	negroes

(*g*) *Foreign or abbreviated nouns ending in o add* s *only* :

Singular	*Plural*	*Singular*	*Plural*
bamboo	bamboos	photo	photos
cuckoo	cuckoos	radio	radios
fiasco	fiascos	piano	pianos
rhino	rhinos	studio	studios

(*h*) *Some nouns form their plurals by* **change of vowels** *or by adding* **n, en, ren** :

Singular	*Plural*	*Singular*	*Plural*
child	children	goose	geese
foot	feet	tooth	teeth
louse	lice	ox	oxen
man	men	mouse	mice
dormouse	dormice	woman	women

(*i*) *Plurals of* **Pronouns** :

Singular	*Plural*	*Singular*	*Plural*
I	we	this	these
you	you	that	those
he	they	myself	ourselves
mine	ours	yourself	yourselves
it	they	himself, herself itself	themselves.
me	us		
him	them	his, hers	theirs

(*j*) *Some nouns have the* **same forms** *in singular and plural* :

Singular	*Plural*	*Singular*	*Plural*
deer	deer	sheep	sheep
fish	fish	wheat	wheat
fruit	fruit	series	series

(*k*) *Compound nouns change their noun parts in plural* :

Singular	*Plural*
brother-in-law	brothers-in-law
daughter-in-law	daughters-in-law
father-in-law	fathers-in-law
mother-in-law	mothers-in-law
hanger-on	hangers-on
looker-on	lookers-on
passer-by	passers-by
footman	footmen
horseman	horsemen
governor-general	governors-generals

(*l*) *Some compound nouns form* **double plurals :**

Singular	*Plural*
man-servant	men-servants
woman-servant	women-servants
Lord-Justice	Lords-Justices

(*m*) *Plurals of letters, figures, signs and symbols are formed by adding an* 's :

Singular	*Plural*	*Singular*	*Plural*
i	i's	M.L.A.	M.L.A.'s
t	t's	M.P.	M.P.'s
P	P's	2	2's
B.A.	B.A.'s	3	3's

(*n*) **Miscellaneous** *plurals* :

Singular	*Plural*	*Singular*	*Plural*
Mr.	Messrs	Mr. Bhanot	The Bhanots or The Messrs Bhanot
Miss	Misses		
Mrs.	Mesdames		

(*o*) *Plurals of some* **foreign words** :

Singular	*Plural*	*Singular*	*Plural*
axis	axes	radius	radii
basis	bases	syllabus	syllabi
locus	loci	focus	foci
medium	media	formula	formulae
datum	data	phenomenon	phenomena

EXERCISES

Exercise 1. *Give the* **plurals** *of the following nouns* :

(*a*) tree, box, key, lady, knife, child, ox
(*b*) bench, eye, flower, monkey, baby, leaf, food
(*c*) church, latch, bench, branch, brush
(*d*) mosquito, piano, ratio, negro, buffalo, halo
(*e*) story, storey, family, diary, pony
(*f*) elf, dwarf, wolf, hoof, gulf, cliff

(*g*) man, ox, goose, mouse, foot, tooth
(*h*) I, he, she, you, it, this, that, him, mine, me
(*i*) sheep, fish, deer, series, wheat
(*j*) man-servant, passer-by, on-looker, hanger-on, step-daughter, mother-in-law
(*k*) M.P., 5, i, B.A., t, M
(*l*) Mr., Miss, Mrs., Mr. Sharma
(*m*) focus, radius, medium, phenomenon, axis

Exercise 2. *Give the* **singulars** *of the following nouns* :

(*a*) dwarfs, the Kapoors, bases, loci, data
(*b*) flies, latches, pianos, rhinos, bushes
(*c*) hooves, storeys, lice, them, our
(*d*) they, us, theirs, ourselves
(*e*) Mesdames, Messrs, radii, formulae

Exercise 3. *Read the example and change each sentence into plural form* :

Example : A cat is an animal. (*singular*)
Cats are animals. (*plural*)

1. A potato is a vegetable.
2. A wife is a lady.
3. A doctor can be a man or woman.
4. We make a loaf from wheat flour.
5. I fill my pen with ink.
6. A child was flying its kite.
7. A duck quacks but a goose cackles.
8. A mouse was caught in a trap.
9. No child is playing in the park.
10. The radius of this circle is long.

Exercise 4. *Observe the example and change the sentences given below into* **singular form** :

Example : Our teeth are aching. (*plural*)
My tooth is aching. (*singular*)

1. Bells ring but sirens wail.
2. They gave us hundred-rupee notes.
3. Students are doing their class-work.

4. No children are playing there.
5. These roads are closed for repairs.

Exercise 5. *Tick the correct word within the brackets*:

1. He has two (brother-in-laws/brothers-in-law).
2. He is the first (M.A./M.A.'s) in our village.
3. Always cross your (t/t's) and dot your (i/i's).
4. This farmer has three goats and two (sheep/sheeps).
5. They will keep two (man-servants/men-servants).

B—GENDER

The word—**gender**—refers to *sex*. There are two sexes—*male sex* and *female sex*. A noun may belong to—

(*i*) the *male sex.*
(*ii*) the *female sex.*
(*iii*) either of the two sexes—*common sex.*
(*iv*) neither of two sexes—*neuter sex.*

Accordingly, we have four genders in English language :

1. **Masculine Gender.** Nouns that denote *males* are of masculine gender ; as—

   man, husband, boy, horse, stag etc.

2. **Feminine Gender.** Nouns that denote *females* are of feminine gender ; as—

   woman, wife, girl, mare, hind etc.

3. **Common Gender.** Nouns, that do not denote definite sex and so *can be either of the two sexes* are of common gender ; as—

   baby, cousin, parent, friend, teacher, etc.

4. **Neuter Gender.** Nouns naming lifeless things denote *neither sex.* Such nouns are of neuter gender ; as—

   book, pen, knife, pencil, chair, etc.

   Material and abstract nouns are of neuter gender.

Most of the masculines have their feminines also. We can study them as under :

A—Different Words :

Masculine	*Feminine*	*Masculine*	*Feminine*
bachelor	maid	brother	sister
boy	girl	bull	cow
boar	sow	buck	doe
bridegroom	bride	bullock	heifer
cock	hen	king	queen
dog	bitch	lord	lady
colt	filly	male	female
drake	duck	man	woman
drone	bee	monk	nun
father	mother	nephew	niece
fox	vixen	fox	vixen
gander	goose	papa	mama
hero	heroine	ram	ewe
horse	mare	sir	madam
husband	wife	son	daughter
stag	hind	lad	lass
uncle	aunt	wizard	witch
swain	nymph	widower	widow

B—By adding *ess* :

Masculine	*Feminine*	*Masculine*	*Feminine*
author	authoress	poet	poetess
giant	giantess	priest	priestess
god	goddess	prince	princess
heir	heiress	prophet	prophetess
host	hostess	shepherd	shepherdess
lion	lioness	patron	patroness

C—By dropping the *vowel* of last syllable and adding *ess* :

Masculine	*Feminine*	*Masculine*	*Feminine*
actor	actress	tiger	tigress
conductor	conductress	porter	portress
director	directress	mister	mistress

Masculine	*Feminine*	*Masculine*	*Feminine*
hunter	huntress	editor	editress
inspector	inspectress	waitor	waitress

D—By adding *ess* in an irregular way :

Masculine	*Feminine*	*Masculine*	*Feminine*
duke	duchess	murderer	murdress
emperor	empress	master (boy)	miss (girl)
governor	governess	Mr.	Mrs.
master	mistress	sorcerer	sorceress

E—By changing or adding a word before or after the *masculine* :

Masculine	*Feminine*	*Masculine*	*Feminine*
he-goat	she-goat	milkman	milkmaid
land-lord	land-lady	washerman	washerwoman
pea-cock	pea-hen	cock-sparrow	hen-sparrow
man-servant	maid-servant	grand-father	grand-mother
jack-ass	she-ass	buck-rabbit	doe-rabbit

F—Some Important Common Genders :

1. **cousin**—male or female cousin
2. **bird**—male or female bird
3. **friend**—male or female friend
4. **enemy**—male or female enemy
5. **child**—boy or girl
6. **baby**—male or female baby
7. **servant**—man-servant or maid-servant
8. **pupil**—boy student or girl student
9. **person**—man or woman
10. **orphan**—boy or girl without parents
11. **student**—boy or girl
12. **teacher**—man or woman
13. **parent**—father or mother
14. **doctor**—man or lady
15. **passenger**—man or woman

Author, poet, dentist, cook, artist are some more examples of common genders.

EXERCISES

Exercise 1. *Give the feminines of* :

dog, horse, king, god, lion, hunter, pea-cock, tiger, brother, uncle, sir, negro, milkman, grand-father, prince, lad, cock, bull, bullock, emperor, niece, widower, actor.

Exercise 2. *Give the masculines of* :

milk-maid, daughter, duck, lady, duchess, mare, lass, queen, empress, she-ass, gander, nun, bee, witch, bitch, hind, bride, heroine, madam, miss.

Exercise 3. *Classify the following nouns into* **common** *and* **neuter** *genders* :

chair, parent, stool, orphan, baby, box, chart, knife, cousin, cot, teacher, table, servant, pupil.

Exercise 4. *Rewrite the following sentences changing the gender of every noun* :

1. The duchess wants you in her presence.
2. The hunter shot down a doe.
3. My land-lady is charming, slim, tall and healthy.
4. The bride is the daughter of an inspector.
5. He married a lass of seventeen.
6. The tigress sprang at the heifer and tore it up.
7. He is a great poet, priest and prophet.
8. His master is a kind-hearted man.
9. The maid-servant met a witch.
10. The milkman is a very honest man.
11. Though he is a widower, yet he looks like a bachelor.
12. The negro was put before a hungry lion.

Exercise 5. *Write the gender of each word in italics* :

1. Mrs. Das is an able *teacher.*
2. Laxmi Bai was a very brave *queen.*
3. I have a large number of *friends.*
4. The *bride* is extremely beautiful.
5. A *pea-cock* is a very proud bird.

CHAPTER 9

THE PRONOUN

The word **pronoun** means—*helper of a noun.*

Observe the following :

Here are **Mohan** and **Meena. Mohan** and **Meena** are friends. **Mohan** and **Meena** like each other. **Mohan** and **Meena** are likable children. Everyone likes **Mohan** and **Meena.**

Each of the above sentences is about *Mohan* and *Meena.* Their names have been repeated again and again. It sounds very awkward and irritating indeed.

Now read the following :

Here are **Mohan** and **Meena. They** are friends. **They** like each other. **They** are likable children. Everyone likes **them.**

Now it does not sound awkward or irritating. The words—**They, They, They** and **them** have been used in place of *Meena* and *Mohan.* These words have come to help these two nouns. Such words are called **pronouns.**

A pronoun is a word used in place of a noun to avoid its repetition.

KINDS OF PRONOUNS

Pronouns are of six different kinds :

1. Personal Pronouns
2. Reflexive Pronouns
3. Demonstrative Pronouns.
4. Interrogative Pronouns
5. Relative Pronouns
6. Indefinite Pronouns

1. PERSONAL PRONOUNS

Pronouns used for persons are called personal pronouns. There are three persons in all.

1. **First Person**—the person who speaks. The pronouns used for this person are—
   (*I, we, me, us, mine, ours.*)

2. **Second Person**—the person who is spoken to. The pronouns used for this person are—

   you, yours.

3. **Third Person**—the person spoken of. The pronouns used for this person are—

   (*a*) *he, him, his.*
   (*b*) *she, her, hers.*
   (*c*) *they, them, theirs.*
   (*d*) *it.*

2. REFLEXIVE PRONOUNS

1. She praised *herself.*
2. You have deceived yourself.
3. I have satisfied *myself.*

Reflexive pronouns are formed by adding **self** or **selves** to personal pronouns ; as—

(*a*) myself, ourselves
(*b*) yourself, yourselves
(*c*) himself, herself, itself, themselves

3. DEMONSTRATIVE PRONOUNS

A demonstrative pronoun points to the noun for which it is used ; as—

1. *This* is my pen and *that* is yours.
2. *This* is Ram.
3. The colour of my shirt is better than *that* of Mohan.
4. You sang a song to her. Sing the *same* to me.

4. INTERROGATIVE PRONOUNS

An interrogative pronoun is used to ask a question ; as—

1. **Who** has broken my slate ?
2. **What** has happened to you ?
3. **Which** of them is at fault ?
4. **Whose** is this fountain-pen ?
5. **Whom** do you want to see ?

Remember that—

(*a*) *who* is used for persons only.
(*b*) *that* is used for things only.
(*c*) *which* is used both for persons and things.
(*d*) *whose* and *whom* are used for persons. Both of them are formed from *who*.

Note the difference in meaning of *who, what* and *which*—

1.	*Who* is he ?	He is *Surjeet.*
2.	*What* is he ?	He is a *student.*
3.	*Which* is he ?	He is the *last boy in the third row.*

5. RELATIVE PRONOUNS

A relative pronoun is one that refers to a noun mentioned before it and also relates two sentences ; as—

1. This is the *boy* **who** met me in the bazaar.
2. She is the *girl* **whom** the teacher punished yesterday.
3. This is the *house* **which** I sold.
4. Here is the *child* **whose** father has died.

The noun to which a relative pronoun refers comes before it. It is called its **antecedent**. In the above sentences, the antecedents are printed in italics.

6. INDEFINITE PRONOUNS

An indefinite pronoun is one that does not refer to any noun definitely. We simply know that it refers to some noun but we cannot spot that noun ; as—

1. There is **someone** in the room.
2. **Anybody** can do it.
3. There is **something** wrong in this matter.
4. **Somebody** has broken the window-pane.
5. **Everybody** has his place in the society.
6. **Everyone** is to die one day.
7. **One** must obey one's teachers.
8. **Some** of my friends are coming to see me.
9. Is there any milk in the jug ? Yes, there is **some.**
10. **One** came in and **one** went out.

EXERCISES

Exercise 1. *Underline the* **personal pronoun** *in each sentence:*

1. How many pens has he ?
2. Who is there ? It is I, sir.
3. Anil likes her very much.
4. He will pass in the first division.
5. You have made the wall dirty.
6. They are ignorant of what you say.
7. We are all Indians.
8. I just can't follow your advice.
9. It was a charming time indeed.

Exercise 2. *Underline the* **reflexive pronoun** *in each sentence :*

1. The barber shaved himself.
2. We enjoyed ourselves very much.
3. Tom blamed himself for this accident.
4. The queen cursed herself for what she had done.
5. Bruce shut himself in a cave.
6. We pleased ourselves with this idea.
7. You yourself can do this job.

Exercise 3. *Underline the* **demonstrative pronoun** *in each sentence:*

1. This is my fountain-pen.
2. What is that ?
3. That is Sheela, my sister.
4. These are all your dresses.
5. These are all my friends and class-mates.
6. Your coat is brown ; mine is a white one.
7. You told her a story. Tell the same to us too.

Exercise 4. *Underline the* **interrogative pronoun** *in each sentence:*

1. Who is knocking at the door ?
2. Whom are you looking for ?
3. Whose are these books ?
4. Which of these boys is your monitor ?
5. What made you laugh so loudly ?

Exercise 5. *Underline the* **relative pronoun** *in each sentence*

1. It is I who am at fault.
2. You are the man who has ruined me.

3. The students who had come late were fined.
4. This is the girl whose brother is a doctor.
5. That is the watch which I bought yesterday.
6. Here is the child that was lost in the fair.
7. She is the lady about whom we were speaking.

Exercise 6. *Underline the* **indefinite pronoun** *in each sentence* :

1. One should take care of one's health.
2. Someone is there on the roof.
3. I am going to give something to her.
4. There is something in your pocket.
5. Everybody can do this job.
6. Anybody can go to him for help.

Exercise 7. *Pick out* **pronouns** *in the following sentences and mention the* **kind** *of each* :

1. You, he and I helped the beggar.
2. I, you and he were absent yesterday.
3. The baby is lying. It is crying for milk.
4. Theirs is a miserable lot.
5. Kalidas is one of the greatest poets that have ever lived.
6. The dog that bit me was not mad.
7. Ranjit told us a story about himself.
8. Why can't you yourself do it ?
9. It was Ram who scored the goal.
10. What has happened to your brother ?
11. There is nobody in the room.
12. Which of these boys is to blame ?
13. Is there anything in this bag ?
14. The jug was full of milk. I drank only some of it.
15. One should not let down one's friends.

Exercise 8. *Supply a suitable* **pronoun** *for each blank* :

1. He got..he desired.
2. This photograph is..
3. It is a long lane...has no turns.
4. Let us enjoy...freely.
5. Is this the man...you sent for ?
6. We must protect....................................from our enemies.

7. One must know..shortcomings.
8. This trick of......................................is not praiseworthy.
9. ....is this green bike ?
10. ....is your elder brother ?
11. She...can stitch her shirt.
12. We must help...in trouble.

Exercise 9. *Rewrite the following sentences changing all the pronouns to* **plural form** :

1. This grey horse is mine.
2. She wears what she likes.
3. He has nothing of his own.
4. You yourself can complete this job.
5. She must do her duty carefully.
6. He has presented me a golden watch.
7. Between you and me, he is a liar of the first rate.
8. Everyone must love the motherland.
9. I am certain it was not he.

Exercise 10. *Choose the* **correct pronoun** *from within the brackets* :

1. We know that it was (*he/him*).
2. He is as intelligent as (*me/I*).
3. They are not so poor as (*us/we*).
4. Nobody but (*she/her*) sang a song.
5. Who is there at the door ? It is (*I*, *me*), sir.
6. Sham is as lazy as (*him/he*).
7. My pen is much better than (*you/your/yours*).
8. This book is for you and (*she/her*).
9. You are a gentleman just like (*he/him*).

Exercise 11. (*a*) *Define a pronoun. How many kinds has it ?*
(*b*) *Define each kind and give two examples to explain it.*

CHAPTER 10

THE CASE

What is meant by case in grammar ?

The case means the *relation* that a noun or pronoun has with some other word.

Observe these sentences :

1. **Rain** falls.
2. How are you, **Mohan** ?
3. The cat killed the **rat.**
4. He gave **Usha** a five-rupee note.
5. These books are **Anil's.**

All the words in bold type are nouns. Let us observe the relation of each with some other word or words.

1. The noun—*rain*—is subject to the verb—*falls.*
2. The noun—*Mohan*—is used for the sake of *address.*
3. The noun—*rat*—is the direct object to the verb—*killed.*
4. The noun—*Usha*—is the indirect object to the verb—*gave.*
5. The noun—*Anil's*—shows *possession* or *ownership.*

In each sentence, the case of the noun is as under :

1. Nominative Case. When a noun or a pronoun is used as the subject to a verb, it is in the Nominative case ; as—

1. *Clouds* thunder.
2. *He* laughed aloud.

2. Objective Case. When a noun or a pronoun is used as a direct object to a verb, it is in the Objective Case ; as—

1. The lion killed the *deer.*
2. He asked *me* to keep quiet.

3. Dative Case. When a noun or a pronoun is used as an indirect object to a verb, it is in the Dative Case ; as—

1. The teacher gave the *boy* a slap.
2. Her father bought *her* a new pen.
3. My uncle brought a watch for *me.*

4. Possessive Case. When a noun or a pronoun shows possession, it is in the Possessive Case ; as—

1. These books are *mine* ?
2. *Whose* are these pens ?
3. These toys are *Meena's*.
4. Strange are these tricks *of yours.*

5. Vocative Case. When a noun or a pronoun is used for the sake of address, it is in the Vocative Case ; as—

1. *Bess* ! come here.   2. Listen to me, *you all* !

CASES OF PRONOUNS

Pronouns of the First Person :

Pronoun	*Nominative and Vocative Cases*	*Objective and Dative Cases*	*Possessive Case*
I	I	me	mine
we	we	us	ours

Note. *My*, *our* are not possessive pronouns. They are always used as adjectives and are followed by nouns ; as—

my pen, *our* school.

Pronouns of the Second Person :

Pronoun	*Nominative and Vocative Cases*	*Objective and Dative Cases*	*Possessive Case*
you (*singular*)	you	you	yours
you (*plural*)	you	you	yours

Note. *Your* is not a possessive pronoun. It is always used as an adjective and is followed by a noun ; as—

your house ; *your* brother.

Pronouns of the Third Person :

Pronoun	*Nominative and Vocative Cases*	*Objective and Dative Cases*	*Possessive Case*
he	he	him	his
she	she	her	hers
it	it	it	its
they	they	them	theirs

Note. (*i*) *her, their* are not used as possessive pronouns. They are used as adjectives and are followed by nouns.

(*ii*) *his* and *its* are used both as possessive pronouns and possessive adjectives.

Relative and Interrogative Pronouns :

Pronoun	*Nominative*	*Objective*	*Possessive*
who	who	whom	whose
what	what	what	—
which	which	which	—
that	that	that	—

Note. The pronouns—*what, which, whose*—are never followed by nouns when they are used as pronouns. They become adjectives when followed by nouns.

THE APOSTROPHE

The pronouns have special forms in the possessive case. But nouns have a special **case-ending**—’s. It is called the **apostrophe s.**

(*a*) *Observe the following* :

1. Pat’s book
2. the boy’s bag
3. the lady’s hat
4. the men’s coats

We see that ’s is used with nouns—singular or plural—which do not end in s.

(*b*) But plural nouns ending in *s* have a simple apostrophe (’) ; as—

1. the boys’ bags
2. the girls’ frocks
3. the teachers’ chairs

(*c*) Names ending in s take only apostrophe (’) too.

1. Keats’ poetry
2. Hercules’ club
3. Archimedes’ Principle

(*d*) Compound nouns are taken as single words while using the apostrophe ; as—

1. mother-in-law’s house.
2. on-looker’s cry.

(*e*) Titles use the apostrophe as under :

1. Akbar the Great’s reign.
2. Henry I’s throne.

USE OF THE POSSESSIVE CASE

Normally the preposition—*of*—is used to show possession. But the use of apostrophe has become common.

(*a*) When a noun is qualified by a clause or phrase, the preposition *of* is used ; as—

1. *Children*’s clothes (*correct*)

But—

The clothes *of the children* in the park, or
The clothes *of the children* who are bathing (*correct*)

(*b*) The apostrophe is not used, when the possessor is a thing and not a person ; as—

1.	the table's legs	(*incorrect*)
	the legs *of the table*	(*correct*)
2.	the house's walls	(*incorrect*)
	the walls *of the house*	(*correct*)

(*c*) The apostrophe is used when money nouns are followed by the word *worth* ; as—

1. a rupee's worth of milk.
2. five rupees' worth of sugar.

(*d*) When we use an apostrophe, the article—*the*—used before the thing possessed, disappears ; as—

1. *the horns* of the bull=the bull's *horns.*
2. *the playthings* of the child=the child's playthings.

EXERCISES

Exercise 1. *Underline the noun or pronoun in the* **nominative case** *in each sentence* :

1. Bad boys hide their faults.
2. Birds build nests in trees.
3. Humpty Dumpty sat on a wall.
4. Jack and Jill went up a hill.
5. The fox tried hard to get at the grapes.
6. The sky grew dark after the sunset.
7. This behaviour annoys me.
8. Our players played very well.
9. The Rajputs fought very bravely.
10. They have done their job well.

Exercise 2. *Underline the noun or pronoun in the* **objective case** *in each sentence* :

1. The teacher punished the late-comers.
2. The king dismissed his minister.
3. We entertained them warmly.
4. They have played a nice game.
5. The saint advised us hard.

6. The hounds chased the hare hotly.
7. You have done a grave wrong.
8. She has worn a new saree today.
9. I loved her from the core of my heart.

Exercise 3. *Underline the noun or pronoun in the* **dative case** *in each sentence* :

1. She wrote a letter to me.
2. His father bought him a new bike.
3. She gave us a sweet song.
4. Her uncle sent her a nice present.
5. He has done so much for you.
6. I gave her all my books.
7. The robber gave me a hard blow.
8. The crow stole cheese for its young.
9. They took much trouble for us.

Exercise 4. *Underline the noun or pronoun in the* **possessive case** *in each sentence* :

1. This bike is hers not mine.
2. Whose are these satchels ?
3. These playthings are Bittoo's.
4. That pen is Anil's not yours.
5. Mysterious are the ways of God.
6. The legs of the table are weak.

Exercise 5. (*a*) *Give the* **objective case** *of each of these pronouns* :
I, we, she, he, they, who, what
(*b*) *Give the* **possessive case** *of each of these pronouns* :
I, we, she, he, they, who, what

Exercise 6. *Replace each phrase in italics using an* **apostrophe** :

1. This house *belongs to my father-in-law*.
2. The *books of the children* are lying on the floor.
3. Tulsidas lived during *the reign of Akbar the Great.*
4. Samudragupta was *the son of Chandragupta I.*
5. I bought flour *equal in worth to* three rupees.

Exercise 7. *Correct these sentences* :

1. The chair's legs are broken.
2. I bought two rupees worth of milk.
3. I went to my mother's-in-law house.
4. Ashoka's the Great reign was full of peace and order.

CHAPTER 11

THE ARTICLE

The word—**article**—means *a particular thing* which is singled out from others in its class.

Three words are used to single out a thing or things from others. They are—**a, an, the**. These three words are now themselves known as **article** in English Grammar.

USE OF—A, AN

Observe these sentences :

1. We write with **a** pen.
2. We cut with **a** knife.
3. I take **an** egg for breakfast.
4. **An** elf appeared before the cobbler.

In each sentence, **a** or **an** has been used to single out a noun from its class but not in a definite manner. For example—

In sentence 1, **a pen** means *any one* pen out of the whole world of pens.

Similarly **a knife** means *any knife*, **an egg** means *any egg* and **an elf** means *any elf.*

It is clear that articles—*a, an*—do not point out nouns definitely but only indefinitely. So, they are called **indefinite articles.**

There are certain rules regarding the use of *a* and *an* :

1. *a* or *an* is used before a singular countable noun ; as—

a dog	a man	a mouse
an eye	an eel	an ant

2. *a* is used before nouns that begin with a consonant sound :

a map	*a* uniform	*a* basket
a bunch	*a* one-rupee note	*a* useful tool.

3. *an* is used before nouns that begin with a vowel sound ; as—

an arc
an ox
an M.P.
an ear
an umbrella
an M.A.
an inkpot
an honest man
an hour

USE OF–THE

Observe these sentences :

1. **The** son greeted his father.
2. **The** Geeta is a sacred book.
3. There is a man in **the** room.
4. **The** hunter aimed at **the** dove.

In each sentence, **the** has been used to single out a noun from its class in a definite way.

In sentence 1, **the son** means a *particular boy* not *any boy* out of the whole world of boys.

Similarly, **the Geeta** means *a particular book*, **the room** means *a particular room*, **the hunter** means *a particular hunter* and **the dove** means *a particular dove.*

It is clear that the article—*the*—points out nouns definitely. So, it is called the **definite article**.

There are certain rules regarding the use of *the* :

1. The article—*the*—is the same for singulars and plurals and for all genders ; as—

   the boy
   the lady
   the boys
   the table
   the tree
   the king

2. The article—*the*—is used before a noun which is only one ; as—

   the earth
   the Indian Ocean
   the sun
   the sky
   the North Pole
   the moon

3. The article—*the*—is used before a noun which has become definite having been already mentioned ; as—

   Once there lived *a beggar. The beggar* was blind.

4. The article—*the*—is used before superlatives ; as—
   The Himalayas are *the highest* mountains.

5. The article—*the*—is used before a noun that stands for its whole class ; as—

   The dog is a faithful animal.
   The cuckoo is a lazy bird.
   The ant is a diligent insect.

6. The article—*the*—is used before an adjective to make it a noun standing for a whole class of persons ; as—

   The rich must help *the poor*.
   The brave deserve all honour.
   The good are led to heaven.
   The bad always suffer.

7. The article—*the*—is used before the names of—

   (*a*) *seas* : *the* Arabian Sea, *the* Pacific Ocean
   (*b*) *rivers* : *the* Ganga, *the* Sutlej
   (*c*) *ranges of mountains* : *the* Shivalaks, *the* Himalayas
   (*d*) *groups of islands* : *the* East Indies, *the* West Indies
   (*e*) *plural names of countries* : *the* U.S.A., *the* U.S.S.R.

8. The article—*the*—is used before the names of—

   (*a*) *trains* : *The* Janta Express
   (*b*) *books* : *the* Ramayana, *the* Bible, *the* Quran
   (*c*) *newspapers* : *The* Hindustan Times

EXERCISES

Exercise 1 *Fill up each blank with the* **correct article** :

1. That is .... lame excuse indeed
2. What is .... umbrella for ?
3. She needs .... pen and .... inkpot.
4. ....triangle has three sides and three angles.
5. A dog caught me by ....leg.
6. Babar....................Brave defeated Rana Sanga.
7. ....first house in this street is ours.
8. Milk is....................wholesome food.
9. ....camel is very useful in deserts.

10. He is……………………………………S.D.O. in P.W.D.
11. ……………………….honest man is honoured everywhere.
12. Oranges are sold by…………………dozen but milk by………
litre.

Exercise 2. *Remove articles where not needed*:

1. The rice grows in Orissa.
2. Can the beauty be made ?
3. The Japan is a large group of islands.
4. Assam is a state of the earthquakes.
5. The letters and the telegrams are delivered by postmen.
6. The English is a very rich language.
7. The man is mortal.
8. The Mount Everest is the highest peak.
9. All students come to school at the 8-30 a.m.
10. The Ganga is in the flood.
11. I come to the school by bus.
12. I often travel by the train.
13. The child is the father of the man.

Exercise 3. *Correct the following sentences inserting articles* **where** *needed* :

1. Yamuna is in flood these days.
2. Janta Express is late by two hours.
3. Honest man never tells a lie.
4. Do not make noise ; sit still.
5. I caught him by his arm.
6. Rich are not always happy.
7. He proved to be coward.
8. He made a voyage around world.
9. Moon goes round earth once a month.
10. Anger is worst enemy of man.
11. Angel came to Abou Ben Adam in dream.
12. Where there is will, there is way.
13. He is miser ; he will not lend you money.
14. A horse and carriage are at the door.

Exercise 4. *Insert a* **suitable article** *in each blank* :

1. ………………Brahmaputra 2. ……………… large country
3. ………………honest man 4. ……………… able teacher

5. .... Hindustan Times
6. ...... moon and ... stars
7. .... U.S.A.
8. ...Hindus and ... Sikhs
9. ....poor
10. .... loveliest flower
11. ............................M.A.
12. ....uniform
13. ....Smiths
14. ............................B.A.
15. ....hammer
16. ....octagon
17. ............................U.S.S.R.
18. ....sun

Exercise 5. *Complete and learn the following proverbs* :

1. ....burnt child dreads the fire.
2. .... child is father of........................ man.
3. A bird in.................................hand is worth two in bush.
4. ....stitch in time saves nine.
5. ....more.............................. merrier.
6. Birds of......................................feather flock together.
7. Two of......................................trade seldom agree.
8. Many............................little makes........................mickle.
9. ....rolling stone gathers no moss.
10. ....higher we go, ... cooler it is.
11. .... bad workman quarrels with his tools.
12. None but.................................... brave deserve the fair.

Exercise 6. *Answer* :

1. What is an article ?
2. How many articles are there ?
3. Name the two kinds of articles.
4. Where is the article—*a*—used ?
5. Where is the article—*an*—used ?
6. Where is the article—*the*—used ?
7. What are Indefinite Articles ?
8. Why is—*the*—called the Definite Article ?

CHAPTER 12

THE ADJECTIVE

The word **adjective** means—*additional.*

Suppose you have an elder brother named Raju. He passed his class XII in 1975 from your school. He sends his respects to the principal of your school through you. You convey his greetings to the principal but he is not able to recollect which boy you are talking of.

So, you have to give some facts about Raju. You say—

1. "Sir, Raju passed his class XII in 1975."
2. "He was a *brilliant* student and he stood first."
3. "He was *tall, slim, fair* and had black curly hair."

These facts help the principal to recollect who Raju is.

The words used to give a picture of Raju were—*brilliant, tall, slim, fair* etc. They described Raju. In other words they **added** to the meaning of the word Raju. So, they are called **adjectives.**

An adjective is a word that adds to the meaning of a noun or a pronoun.

An adjective is generally used before its noun. But it can be used after its noun too ; as—

1. Raju is a **tall** lad. (*before the noun*)
2. Ramu is very **lazy**. (*after the noun*)

Adjectives are of eight different kinds as under :

1 ADJECTIVES OF QUALITY

An adjective of quality denotes some quality of its noun or pronoun ; as—

1. Abdul Majid was a **brave** soldier.
2. His watch has a **golden** chain.
3. The Taj Mahal is a **wonderful** building.
4. Delhi is an **ancient** city.
5. Water is a **colourless** liquid.

2. ADJECTIVES OF QUANTITY

An adjective of quantity describes the quantity or degree of its noun or pronoun ; as—

1. There was *a* **little** water in the jug.
2. There is **much** difference between the two sisters.
3. Is there **any** milk in the can ?
4. There is **no** flour in the canister.
5. He has got **sufficient** money with him.

3. ADJECTIVES OF NUMBER

An adjective of number denotes the number (cardinal or ordinal) of its noun or pronoun ; as—

1. **Many** people died of malaria.
2. There are **three** boys in the room.
3. The **third** boy in the **first** row is Gopal.
4. **All** living-beings are mortal.
5. **No** sheep are there in the pen.

Note. The words—*all*, *some*, *enough*, *no*, *any*—can be used as adjectives both of quantity and of number ; as—

	Quantity	**Number**
1.	The jug has *no* milk.	There are *no* books on the table.
2.	He drank *all* the milk.	*All* the boys are asleep.
3.	Add *some* water to it.	*Some* men die young.
4.	She ate *enough* food.	Ten rupees are *enough*.
5.	Do you need *any* money ?	Do you want *any* books ?

4. DEMONSTRATIVE ADJECTIVES

A demonstrative adjective demonstrates, *i.e.*, points to a noun or a pronoun ; as—

1. **This** story is very interesting.
2. **That** pen is yours not mine.
3. Whose are **these** books ?
4. Who brought **those** mangoes ?
5. Never believe **such** persons.
6. A wood-cutter lived in **a certain** village.
7. **This** is **the same** story **as** I told you.

5. POSSESSIVE ADJECTIVES

A possessive adjective denotes possession of its noun ; as—

1. **My** books are in **my** satchel.
2. Where are **your** toys ?
3. **His** elder brother is looking for him.
4. Everyone praises **her** beauty.
5. Here is an old table. **Its** legs are broken.
6. We must love **our** motherland.
7. The wicked suffer for **their** sins.
8. Mr. Kishore is Ram's brother.

All these possessive adjectives are formed from pronouns. So, they are called **Pronomial Adjectives** also.

You must have now followed the difference between possessive pronouns and possessive adjectives. The difference lies in their use only. Observe the following table carefully.

Pronoun	*Possessive Pronoun*	*Possessive adjective*
I	mine	my
We	ours	our
You	yours	your
He	his	his
She	hers	her
It	its	its
They	theirs	their

6. INTERROGATIVE ADJECTIVES

An interrogative adjective asks a question ; as—

1. **Whose** slate is this ?
2. **Which** house did you buy ?
3. **What** colour is her saree ?
4. **Which** class do you read in ?

You have read in an earlier chapter that the words—***whose, which, what***—are interrogative pronouns also. The difference lies in their use only. As adjectives, they are followed by nouns but as pronouns they stand as independent subjects. Observe the following :

	Possessive Adjectives	*Possessive Pronouns*
1.	*Whose* book is this ?	*Whose* is this book ?
2.	*Which* house is yours ?	*Which* is your house ?
3.	*What* name do you go by ?	*What* is your name ?

7. PROPER ADJECTIVES

A proper adjective is formed from a proper noun ; as—

1. The **Gangetic** Plain is very fertile.
2. Fahien was a **Chinese** pilgrim.
3. The **Turkish** Empire was very vast.
4. The **Gandhian** ideas are very popular.
5. The **Indian** nation is a great nation.

8. DISTRIBUTIVE ADJECTIVES

A distributive adjective is one that denotes its nouns or pronouns singly, *i.e.*, one at a time ; as—

1. The three players had **each** a bat.
2. We go to a hill-station **every** year.
3. Trees were planted on **either** side of the road.
4. **Neither** of the two brothers is honest.
5. We returned to our **respective** towns.

EXERCISES

Exercise 1. *Underline the* **adjectives of quality** *in each sentence* :

1. Mohan is honest and wise.
2. The roads of Delhi are wide.
3. The milk is a wholesome food.
4. Mr. Smith is a respectable citizen.
5. India is a very large country.
6. Australia is the smallest continent.
7. Sumer is the tallest boy in the class.
8. The camel is a clumsy animal.

9. The Taj Mahal is a matchless building.
10. Mrs. Das is short and plump.
11. He has a simple nature.
12. Trains are a cheap means of travel.
13. Mr. Shastri is a very sincere teacher.
14. Industrious students fare well in the test.
15. Our village is a long way off from here.

Exercise 2. *Underline* **adjectives of number** *and* **of quantity** *in the following sentences* :

1. India is the seventh largest country in the world.
2. There is not much milk in the can.
3. Some money is there in my purse.
4. Have you got some biscuits with you ?
5. All living-beings need food and shelter.
6. She spilt all the milk on the ground.
7. No man can escape from death.
8. No bread is there in the kitchen.
9. Any person can go and see her.
10. Is there any honey in the bottle ?
11. I have taken enough rest.
12. Five rupees are enough.

Exercise 3. *Underline* **demonstrative** *and* **possessive adjectives** *in the following sentences* :

1. I must buy this motor-cycle.
2. These mango plants were planted last year.
3. These sums are very easy in fact.
4. Our principal is a strict person.
5. Can you buy two more such pens ?
6. A certain king ruled in Ujjain.
7. Their efforts proved of no avail.
8. There are twenty rupees in my pocket.
9. This painting is very fine indeed.
10. Where is Neeta's frock ?
11. This book is full of fine pictures.
12. You have taken your share.

Exercise 4. *Underline* **interrogative** *and* **proper** *adjectives in the followings sentences* :

1. Whose sister is Lata ?
2. This is Shakespearean play.
3. What subjects have you chosen for yourself ?
4. Ashokan pillars can be seen even today.
5. Which school do you read in ?
6. Punjabi foods are generally wholesome.
7. English people are very industrious indeed.
8. All Mughal rulers were great and strong.
9. Mount Everest is a Himalayan peak.
10. What colours are there in the rainbow ?
11. Whose necklace was stolen yesterday ?
12. Which book do you like best ?

Exercise 5. *Underline* **distributive adjectives** *in the following sentences*

1. Every sentinel carried a gun.
2. I go for a long walk every morning.
3. The two labourers had each a basket.
4. There are temples on either bank of the river.
5. We returned to our several homes.
6. Neither party deserves our help.
7. Each tomorrow must find us farther than today.
8. Every dog has his day.
9. Every living-being needs food.
10. Either solution is true.
11. Each day is a short life.
12. The two soldiers have each a gun.

Exercise 6. *Underline* **adjectives** *in the following sentences and mention the* **kind** *of each* :

1. He has not solved any sum so far.
2. Give the beggar some coins and some flour too.
3. Three soldiers stood to defend the bridge.
4. Tagore has been a famous poet.
5. Whose orders are you obeying ?
6. He is the same boy as picked my pocket.
7. My daddy has a blue coat on.
8. Ramesh is one of my friends.
9. The fourth girl in the second row is Renu.

10. Every man is not fit for everything.
11. The way lay through a dense forest.
12. What noise is over there ?
13. This satchel is mine and that is yours.
14. My father is an affectionate person.
15. Do you like to see English movies.

Exercise 7. *Supply a* **suitable adjective** *for each blank* :

1. A little knowledge is a.................................... thing.
2. I have....................................money in my pocket.
3. It was the.................................... day of my life.
4. ....knife is very sharp but hers is....................
5. Iron is a very....................................metal indeed.
6. Calcutta is, the....................................town in India.
7. There is, in fact,..............................hope of his success.
8. Every living-being needs..............................air and water.
9. Bring me.................................... cold water to drink.
10. The four young men had.................................. an axe.
11. The.......................soldiers are the bravest in the world.
12. God's plans are beyond..................................heads.
13. An.................................person would never tell lies.
14. God is good and..
15. ....scheme will be successful no doubt.

Exercise 8. *Correct the following sentences* :

1. The English is a popular language.
2. I had a little mangoes only.
3. Sumer saw much pigeons flying in the air.
4. Rich should not look down upon poor.
5. It is much fine today.
6. His all efforts proved fruitless.
7. Those all mangoes are unripe.
8. A rich man lived in certain village.
9. Everybody praises hers grace.
10. Such men who are wicked always suffer.
11. This is the same book which I bought yesterday.
12. My shirt is finer than your.

Exercise 9. (*a*) Define an adjective. How many kinds has it ?

(*b*) Name all the eight kinds of adjectives. **Give tw**
examples of each.

CHAPTER 13

DEGREES OF COMPARISON

We have studied about adjectives and their kinds in Chapter 12. Each adjective has one form which is used with singulars, plurals and all the genders alike ; as—

1. a *good* boy 2. *good* boys.
3. a *good* girl 4. *good* girls.
5. a *good* friend 6. a *good* chair.

But two demonstrative adjectives are exceptions to this rule. They are—**this** and **that.** They have their plural forms **these and those** respectively.

An adjective generally comes before its noun ; as—

1. a *large* town 2. a *blue* suit
3. an *interesting* story 4 a *white* flower.

If two or more adjectives qualify the same noun, they should not be separated by a *comma* or *and* ; as—

1. a *big round* peg 2. a *tall young* man
3. *six red* apples 4. a *slim fair* bride

COMPARISON OF ADJECTIVES

Observe the following sentences :

1. Sarita is a **tall** girl.
2. Anita is **taller** than Sarita.
4. Vanita is the **tallest** of all the girls.

Sentence 1 has the adjective—**tall.** It states the *tallness* of a girl named Sarita. It shows a simple degree of tallness *i.e.* just a positive state of being *tall* and *not short*. So, the adjective *tall* is said to be in the **positive degree**.

Sentence 2 has the form—**taller**—of the adjective *tall*. It stands for a *comparison* in *tallness* of two girls—Sarita and Anita. It shows that tallness of Anita is greater than that of Sarita. So, the form ***taller*** is said to be in the **comparative degree**.

Sentence 3 has the form—*tallest*—used in it. It stands for the *highest degree of tallness*. It is used to compare one girl Vanita with all other girls in terms of *tallness*. The form—*tallest*—stands for Vanita's superlative tallness. So, this form is said to be in the **superlative degree**.

Thus we see there are *three degrees of comparison* :

(*a*)	*Positive* :	tall	big	honest
(*b*)	*Comparative* :	taller	bigger	more honest
(*c*)	*Superlative* :	tallest	biggest	most honest

FORMATION OF DEGREES

A. *One-syllable adjectives form their comparative and superlative degrees by adding* **er** *or* **r** *and* **est** *or* **st** *to the positive degree* :

	Positive	*Comparative*	*Superlative*
(*a*)	bold	bolder	boldest
	bright	brighter	brightest
	cold	colder	coldest
	cool	cooler	coolest
	clean	cleaner	cleanest
	clever	cleverer	cleverest
	dark	darker	darkest
	dear	dearer	dearest
	deep	deeper	deepest
	fast	faster	fastest
	few	fewer	fewest
	gay	gayer	gayest
	grand	grander	grandest
	high	higher	highest
	mild	milder	mildest
	new	newer	newest
	noble	nobler	noblest
	proud	prouder	proudest
	small	smaller	smallest
	short	shorter	shortest
	sweet	sweeter	sweetest
	tall	taller	tallest

	Positive	Comparative	Superlative
	thick	thicker	thickest
	vain	vainer	vainest
(b)	able	abler	ablest
	brave	braver	bravest
	dense	denser	densest
	fine	finer	finest
	grave	graver	gravest
	humble	humbler	humblest
	large	larger	largest
	safe	safer	safest
	true	truer	truest
	wide	wider	widest
	white	whiter	whitest

B. *One-syllable adjectives ending in a consonant preceded by a vowel, add* **er** *and* **est** *after doubling their last consonant* :

Positive	Comparative	Superlative
big	bigger	biggest
dim	dimmer	dimmest
fat	fatter	fattest
fit	fitter	fittest
hot	hotter	hottest
mad	madder	maddest
red	redder	reddest
sad	sadder	saddest
slim	slimmer	slimmest
thick	thicker	thickest
thin	thinner	thinnest
wet	wetter	wettest

C. *Adjectives ending in* y *preceded by a consonant change* y *in* **i** *and add* **er, est** *to make comparative and superlative degrees* :

Positive	Comparative	Superlative
busy	busier	busiest
dry	drier	driest

Positive	*Comparative*	*Superlative*
easy	easier	easiest
funny	funnier	funniest
happy	happier	happiest
healthy	healthier	healthiest
heavy	heavier	heaviest
holy	holier	holiest
jolly	jollier	jolliest
merry	merrier	merriest
pretty	prettier	prettiest
ugly	uglier	ugliest
wealthy	wealthier	wealthiest

D. *Long adjectives with more than one syllable, add*—**more** *and* **most**—*to make their comparative and superlative degrees* :

Positive	*Comparative*	*Superlative*
active	more active	most active
beautiful	more beautiful	most beautiful
brilliant	more brilliant	most brilliant
careful	more careful	most careful
charming	more charming	most charming
difficult	more difficult	most difficult
diligent	more diligent	most diligent
harmful	more harmful	most harmful
honest	more honest	most honest
hardworking	more hardworking	most hardworking
interesting	more interesting	most interesting
intelligent	more intelligent	most intelligent
polite	more polite	most polite
precious	more precious	most precious
useful	more useful	most useful

E. Irregular Comparisons

Positive	*Comparative*	*Superlative*
bad, ill	worse	worst
far	farther	farthest
fore	former	foremost, first

Positive	*Comparative*	*Superlative*
forth	further	furthest
good, well	better	best
hind	hinder	hindmost
late	later, latter	latest, last
little	less	least
much, many	more	most
near	nearer	nearest, next
old	older, elder	oldest, eldest
out	outer	outermost, utmost

The word—*top*—when used as an adjective has its superlative form only but no comparative form.

Positive	*Comparative*	*Superlative*
top	...	topmost

USES OF DEGREES

(*a*) **The Positive Degree** is used to express a quality in a simple positive way, *i.e.*, only against a negative sense ; as—

1. Ramu is an **honest** servant.
2. Reeta is a **charming** girl.
3. It is **fine** today.
4. Anil is an **intelligent** lad.
5. Mr. Joseph is a **noble** person.
6. She is an **intelligent** girl.

(*b*) **The Comparative Degree** is used to compare two persons, things or groups etc. It is always followed by **than** ; as—

1. Ramu is **more honest** *than* Raju.
2. Reeta is **more charming** *than* Geeta.
3. It is **finer** today *than* it was yesterday.
4. Anil is **more intelligent** than Atul.
5. Mr. Joseph is **nobler** *than* Mr. Johnson.
6. She is **more intelligent** than I.

(*c*) **The Superlative Degree** is used to compare when a person or thing is compared with a group. It is preceded by **the** and followed by **of** or **in** ; as—

1. Ramu is *the* **most honest** *of* all the servants.
2. Reeta is *the* **most charming** *of* all the girls.

3. It is **finest** day *of* the month.
4. Anil is *the* **most intelligent** boy *in* the class.
5. Mr. Joseph is *the* **noblest** person *in* the town.
6. She is *the* **most intelligent** *of* all the sisters.

MORE ABOUT DEGREES

A. The Comparative Degree

1. *When* **selection** *of one* **out of two** *persons or things etc. is meant, the comparative degree is preceded by* **the** **and** followed by **of** ; as—

   Reeta is *the* **fatter** *of* the two girls.
   Which *of* two books is *the* **better**.
   Of the two books, this is *the* **better**.

2. *There are some foreign adjectives used in English. Four of them are very common. They are* **junior, senior, superior, inferior**. *They are always followed by* **to** *and not by* **than** ; as—

   1. She is **junior** to you in age.
   2. He is **senior** *to* you in service.
   3. This pen is **superior** *to* that.
   4. This cloth is **inferior** *to* that.

3. **Double Comparatives** are incorrect ; as—

   Reeta is **more prettier** than Geeta. *(incorrect)*
   Mr. Joseph is **more nobler** than Mr. John. *(incorrect)*

   In such cases, **much** or **far** should be used before **the** comparative degree ; as—

   Reeta is *far* **prettier** than Geeta. *(correct)*
   Mr. Joseph is *much* **nobler** than Mr. John. *(correct)*

B. The Superlative Degree

1. **the** *is not used before the superlative degree in the following cases* :

   (*a*) *When a* **possessive word** *is used before* the **superlative** degree ; as—

      1. He is *my* **best** friend.
      2. Miss Akho is *her* **most favourite teacher.**

(*b*) *When no comparison is meant but only a* **very high degree of a quality** *is meant* ; as—

1. This is **most unfortunate**.
2. That is **most unwise** on your part.

2. **Double Superlatives** are always incorrect ; as—

1. He is **the most fattest** man in the town. (*incorrect*)
2. Padmini was **the most prettiest** queen. (*incorrect*)

In such cases, **by far** is used before the superlative ; **as—**

1. He is *by far the fattest* man in the town. (*correct*)
2. Padmini was *by far the* **prettiest** queen. (*correct*)

EXERCISES

Exercise 1. *Give the* **comparative** *and* **superlative** *degree of the following adjectives* :

(*a*) low, gay, sweet, clever, grey, fast, clean, vain, proud, thick, small, tall.

(*b*) able, dense, grave, true, white, large, base, humble.

(*c*) dim, fit, mad, slim, trim, wet, sad, hot, thick, big.

(*d*) dry, easy, busy, holy, jolly, merry, pretty, wealthy.

(*e*) diligent, hardworking, honest, cunning, intelligent, active, difficult, interesting, careful, useful, polite.

(*f*) ill, good, fore, in, out, little, many, bad, well, much, hind, old, near, far.

Exercise 2. *Supply an* **adjective in the positive degree** *for each blank* :

1. Mr. Smith is an...person.
2. We have bought a..house.
3. Soon, we entered a...forest.
4. It was a...day yesterday.
5. The lion is a very...animal.
6. India is a very..country.
7. Susan is a very..lass.
8. Lions are......................................but tigers are...............
9. Usha is..but Uma is...................
10. The ass kicked the lion with its................................legs.
11. The cow is a very...animal.
12. Miss Maria is...girl.

Exercise 3. *Supply an* **adjective in the comparative degree** *for each blank* :

1. My friend is..than I.
2. There is no animal..................................than the tiger.
3. Gold is much..than silver.
4. Which of the two brothers is the ....?
5. He is more...than his brother.
6. This story is..than that.
7. Iron is......................................than any other metal.
8. Calcutta is ....than any other Indian city.
9. Ramesh is...........................to me in age by two years.
10. You are...............................to me than anybody else.
11. Rice is a ....food than wheat.
12. Green vegetables keep you ....than pulses.

Exercise 4. *Supply an* **adjective in the superlative degree** *for each blank* :

1. Tokyo is the..city in the world.
2. Mount Everest is the.................................peak in the world.
3. I shall be the ....man to oppose you.
4. It is the .... day of my life.
5. The guests gave us the ....trouble.
6. December is the ....month of the year.
7. This is the .... edition of the book.
8. That is the ....hospital from here.
9. It is the .... knife I have ever used.
10. That was .... indeed.
11. Laxmi Bai was by far the....................................queen.
12. Akbar was the ....of all the Mughal emperors.

Exercise 5. *Correct the following sentences* :

1. Which is the tallest of the two sisters ?
2. He is more honest than me.
3. A jackal is more clever than a fox.
4. Milk is a superior drink than tea.
5. Sunder is my oldest brother.
6. Which is the heavier, you or him ?
7. He is a very bigger fool than her.

8. Iron is the most useful of any metal.
9. You are senior than me in service.
10. This plan is more better to that.
11. The Taj is beautiful than any other building in India.

Exercise 6. *Complete each sentence* :

1. That is……………………………………………unlucky.
2. Honesty is the……………………………………… policy.
3. Hunger is the……………………………… …………sauce.
4. Prevention is……………………………………than cure.
5. This is the………………………………that can happen.
6. Always be prepared for the……………………………………
7. He is a…………………………………………gentleman.
8. What is the………… ……………… news of the day.
9. The grapes are……………………………………………
10. Do……………………………………………and forget.
11. Handsome is that……………………………………does.
12. Man is the…………………………………… creation of God.
13. The………… ………………the……………………………
14. A……………………………workman quarrels with his tools.
15. Only men can make a nation………………and…………

Exercise 7. *Answer* :

(*a*) What is the positive degree of an adjective used for ? Give two examples.

(*b*) What is the comparative degree of an adjective used for ? Give two examples.

(*c*) What is the superlative degree of an adjective used for ? Give two examples.

(*d*) By what word is the comparative degree of adjectives generally followed ?

(*e*) By what word is the superlative degree of adjectives generally preceded ?

(*f*) When is *the* not used before a superlative degree ?

CHAPTER 14

THE VERB

A verb is a word that denotes an action or predicates a fact ; as—

Actions	*Facts*
1. We **came** by bus.	1. Ramu **is** a thief.
2. I **shall help** you in trouble.	2. They **were** fast friends.
3. Birds **fly** in the air.	3. Lucy **was** a pretty girl.

KINDS OF VERBS

Verbs are of two main kinds :

1. *Principal Verbs*
2. *Auxiliary Verbs*

PRINCIPAL VERBS

Observe these sentences :

1. I **lift** this load.
2. He **finished** his home-work.
3. We **love** our motherland.

The words in bold type in the sentences given above are verbs. Each of them expresses *an action* by itself. It does not require the help of any other word or verb to express its meaning. So, each of them is a **Principal Verb**.

AUXILIARY VERBS

Now observe the following sentences :

1. **I can** *lift* this load.
2. He **has finished** his home-work.
3. We **should** *love* our motherland.

The words in bold type in the sentences given above are there to help the principal verbs given in italics. They help the principal verbs to form their tense, mood or voice etc. So, they are called **Helping** or **Auxiliary Verbs**.

Common auxiliary verbs used in English are—

1. be
2. have
3. do
4. can
5. may
6. must
7. need
8. will
9. shall
10. ought
11. dare
12. used

KINDS OF PRINCIPAL VERBS

There are two chief kinds of Principal Verbs :

1. *Transitive Verbs*
2. *Intransitive Verbs*

A **transitive verb** *denotes an action which does not stop with the doer* **(Subject)** *but passes on to some other noun or pronoun* **(Object)** ; *as*—

1. Lata **sings** a *song.*
2. Bob **writes** a *letter.*
3. The player **kicked** the *ball.*
4. The crow **stole** a *piece of cheese.*

The words in bold type are transitive verbs because —

1. Lata's *action of singing* passes on to *a song.*
2. Bob's *action of writing* passes on to *a letter.*
3. The player's *action of kicking* passes on to *the ball.*
4. The crow's *action of stealing* passes on to *a piece of cheese.*

The words—*a song, a letter, the ball, a piece of cheese*—are **objects** to their verbs given in bold type.

An **intransitive verb** *denotes an action which stops with the doer* **(Subject)** *and does not pass on to any other noun or pronoun* **(Object)** ; as—

1. The baby **is crying**.
2. The king **laughed** loudly.
3. The school **opens** at 7 a.m.
4. The guests **slept** soundly.

The words in bold type are intransitive verbs, because—

1. The *action of crying* stops with *the baby.*
2. The *action of laughing* stops with *the king.*
3. The *action of opening* stops with *the school.*
4. The *action of sleeping* stops with *the guests.*

VERBS OF INCOMPLETE PREDICATION

There are some verbs—both transitive and intransitive—that do not make complete sense even after taking the object. They require some word or words to complete the predicate ; as—

(*a*) 1. They elected him *king*.
2. The judge **found** him *guilty*.
3. The **king set** me *free*.
all *transitive* verbs.

(*b*) 1. You **look** *cheerful*.
2. Ramu fell *ill*.
3. The dog went *mad*.
all *intransitive* verbs.

All the words in bold type are verbs. In sentences of (*a*), each verb has an object and so it is a transitive verb. But still each of them needs an additional word—*king*, *guilty*, *free*—to complete its predicate.

In sentences of (*b*), each verb is without an object. So, it is an intransitive verb. But each of them needs an additional word—*cheerful*, *ill*, *mad*—to complete its predicate.

Some common verbs of incomplete predication are—

(*a*) *Transitive* : appoint, call, choose, elect, find, keep, make, think, wish etc.

(*b*) *Intransitive* : appear, be, become, grow, feel, look, seem, smell, taste, turn.

CONJUGATION OF VERBS

Conjugation of a verb means *to give its chief forms, derived from the root-verb*. Each verb has three such forms. They are used to form different tenses, moods or voices etc.

AUXILIARY VERBS

Present	*Past*	*Past Participle*
be (is, am, are)	was, were	been
have	had	had
do	did	done
can	could	—

Present	*Past*	*Past Participle*
may	might	—
must	—	—
need	—	—
will	would	—
shall	should	—
ought	—	—
dare	—	—
—	used	—

We see that some auxiliary verbs do not have all the three forms. They are called **Defective Verbs.**

Common defective verbs are :

Can, may, must, will, shall, ought, used, need, dare

PRINCIPAL VERBS

A. *Present*	*Past*	*Past Participle*
act	acted	acted
add	added	added
bury	buried	buried
burn	burned, burnt	burned, burnt
climb	climbed	climbed
copy	copied	copied
complain	complained	complained
divide	divided	divided
dive	dived	dived
earn	earned	earned
fill	filled	filled
flatter	flattered	flattered
hang	hanged	hanged
heal	healed	healed
joke	joked	joked
jump	jumped	jumped
judge	judged	judged
learn	learned, learnt	learned, learnt
lie	lied	lied
like	liked	liked
love	loved	loved

	Present	*Past*	*Past Participle*
	multiply	multiplied	multiplied
	name	named	named
	owe	owed	owed
	pick	picked	picked
	play	played	played
	pray	prayed	prayed
	print	printed	printed
	publish	published	published
	stay	stayed	stayed
	try	tried	tried
	toll	tolled	tolled
	vex	vexed	vexed
	wait	waited	waited
	walk	walked	walked
	watch	watched	watched
	yoke	yoked	yoked
B.	arise	arose	arisen
	bear	bore	born
	bear	bore	borne
	bid	bade	bidden
	bite	bit	bitten
	bind	bound	bound
	blow	blew	blown
	break	broke	broken
	choose	chose	chosen
	draw	drew	drawn
	drink	drank	drunk
	drive	drove	driven
	eat	ate	eatan
	fall	fell	fallen
	fly	flew	flown
	forget	forgot	forgotten
	freeze	froze	frozen
	get	got	got
	give	gave	given
	go	went	gone

	Present	*Past*	*Past Participle*
	grow	grew	grown
	hide	hid	hidden
	know	knew	known
	lie	lay	lain
	ride	rode	ridden
	ring	rang	rung
	rise	rose	risen
	run	ran	run
	see	saw	seen
	shake	shook	shaken
	shrink	shrank	shrunk
	show	showed	shown
	sing	sang	sung
	sink	sank	sunk
	slay	slew	slain
	spring	sprang	sprung
	speak	spoke	spoken
	steal	stole	stolen
	swear	swore	sworn
	swim	swam	swum
	take	took	taken
	throw	threw	thrown
	wear	wore	worn
	weave	wove	woven
	write	wrote	written
C.	abide	abode	abode
	awake	awoke	awoke
	become	became	become
	begin	began	begun
	cling	clung	clung
	come	came	come
	dig	dug	dug
	fight	fought	fought
	find	found	found
	grind	ground	ground
	hold	held	held

	Present	*Past*	*Past Participle*
	run	ran	run
	shine	shone	shone
	sit	sat	sat
	slink	slunk	slunk
	spin	spun	spun
	stand	stood	stood
	stick	stuck	stuck
	strike	struck	struck
	swing	swung	swung
	win	won	won
	wind	wound	wound
	wring	wrung	wrung
D.	creep	crept	crept
	keep	kept	kept
	deal	dealt	dealt
	dream	dreamt	dreamt
	feel	felt	felt
	dwell	dwelt	dwelt
	kneel	knelt	knelt
	mean	meant	meant
	sleep	slept	slept
	smell	smelt	smelt
	spell	spelt	spelt
	spill	spilt	spilt
	spoil	spoilt	spoilt
	sweep	swept	swept
E.	bring	brought	brought
	buy	bought	bought
	catch	caught	caught
	seek	sought	sought
	teach	taught	taught
	think	thought	thought
	sell	sold	sold
	say	said	said
	tell	told	told

	Present	*Past*	*Past Participle*
F.	bend	bent	bent
	build	built	built
	gird	girt	girt
	lend	lent	lent
	rend	rent	rent
	send	sent	sent
	spend	spent	spent
G.	bleed	bled	bled
	breed	bred	bred
	feed	fed	fed
	meet	met	met
	lead	led	led
	light	lit	lit
	shoot	shot	shot
H.	bet	bet	bet
	bid	bid	bid
	burst	burst	burst
	cast	cast	cast
	cost	cost	cost
	cut	cut	cut
	hit	hit	hit
	hurt	hurt	hurt
	knit	knit	knit
	let	let	let
	put	put	put
	read	read	read
	rid	rid	rid
	set	set	set
	shed	shed	shed
	shred	shred	shred
	shut	shut	shut
	spread	spread	spread
	thrust	thrust	thrust
	wed	wed	wed

EXERCISES

Exercise 1. *Each sentence has a verb printed in italics. Say whether it is* **auxiliary** *or* **principal** :

1. The trader *has* many horses.
2. Lucy *has* read this story.
3. We *play* games every evening.
4. You *can* cross this stream.
5. We must *respect* our teachers.
6. The pupils *were* making a noise.
7. Sham has *written* a poem.
8. *Do* you know how to swim ?
9. We may *help* you in trouble.
10. The dog *is* a faithful animal.
11. My brother does not *like* potatoes.
12. What more *do* you want ?

Exercise 2. *Sort out the* **auxiliary verbs** *in these sentences* :

1. The girl is crying in pain.
2. I can jump over this wall.
3. The postman has brought a letter.
4. One must obey one's parents.
5. You should love your motherland.
6. Do not speak foul words.
7. Indira has lost her husband.
8. Children have been making a noise since long.

Exercise 3. *Here are some pairs of sentences. The same verb has been used as an* **auxiliary** *and as a* **principal** *verb in each pair. Find out which is which* :

1. The baby is laughing.
   The baby is cheerful.
2. Do you help him in trouble.
   You do your work.
3. Sunita has prepared tea for us.
   Sunita has black curly hair.
4. You need not go to him for help.
   I need these books badly.
5. We have finished our home work.
   I have two brothers and a sister.

6. You are telling a white lie.
   You are a first-rate liar.

Exercise 4. *Which of the following sentences have* **transitive** *verbs and which* **intransitive** *ones* :

1. The baby is smiling.
2. Susan is playing on the harmonium.
3. Everyone laughed aloud at his words.
4. The player kicked the ball hard.
5. We went to the market for shopping.
6. The last bell rings at 4 p.m.
7. The peon is ringing the bell.
8. She is smelling a rose flower.
9. The rose smells sweet.
10. Just taste this delicious pudding.
11. Quinine tastes bitter.
12. We have breakfast at 7 a.m.

Exercise 5. *Complete each sentence* :

1. She looks..
2. They elected me...
3. The plant has grown...
4. I am feeling..
5. Sugar tastes..
6. He has fallen..
7. The officer appears..
8. The dog has gone...
9. Mangoes sell...

Exercise 6. *Define*—

(*a*) an auxiliary verb. (*b*) a transitive verb.
(*c*) an intransitive verb. (*d*) a verb of incomplete predication.

Exercise 7. *Conjugate the following verbs* :

(*a*) learn, dream, burn, copy, pray
(*b*) bind, choose, eat, fall, drink, grow, shake, weave
(*c*) awake, cling, fight, hold, slink, wring, swing
(*d*) creep, feel, leap, buy, catch, say, tell
(*e*) lead, meet, light, shred, read, beat

CHAPTER 15

THE TENSE

WHAT IS TENSE ?

The word **tense** means—*stretched*. In regard to a verb it indicates the degree to which a verb can be stretched in terms of—

1. *time* of its action.
2. *continuance* of its action.
3. *completeness* of its action.

The tense of a verb is its form that indicates the time, continuance and the extent of completeness of its action.

THREE TENSES

In view of time, an action can take place in one of the three general divisions of time as under :

1. The baby **cries** for milk.
2. The baby **cried** for milk.
3. The baby **will cry** for milk.

(*a*) *Sentence 1* shows that the action of crying takes place in the **current**, *i.e.*, **present time**.

(*b*) *Sentence 2* shows that the action of crying took place in the **time gone by**, *i.e.*, **past time**.

(*c*) *Sentence 3* shows that the action of crying will take place in the **time to come**, *i.e.*, **future time.**

So, there are three tenses :

1. The Present Tense
2. The Past Tense
3. The Future Tense

THE PRESENT TENSE

A. AFFIRMATIVE

Observe these sentences :

1. Mrs. Gandhi **is** a great leader.
2. Anil **is** a tall slim lad.

3. I **am** afraid of him.
4. You **are** ignorant of the real facts.
5. We **are** far, far away from home.
6. She **is** a graceful lady.
7. It **is** 15th of June today.
8. The players **are** very tired.
9. It **is** hot and stuffy today.

All these sentences are in the **present tense**. They have the verb—**is, am, are**—used in them. These three verbs are the three forms of the verb—**be**—in the present tense.

Remember that—

(*i*) **am**—is used with **I** only.
(*ii*) **is**—is used with **all singular subjects** except **I**, **you**.
(*iii*) **are**—is used with **all plural subjects.**
(*iv*) **you**—is always treated as plural.

B. NEGATIVE

To make **negative sentences** in the present tense, **not** is inserted after the verb—*is*, *am* or *are* ; as—

1. She *is* **not** a graceful lady.
2. I *am* **not** afraid of him.
3. You *are* **not** ignorant of the real facts.

C. INTERROGATIVE

To make **interrogative sentences**, the verb—**is, am** or **are**—is transferred to the beginning of the sentence, *i.e.*, it is placed before the subject. The *full-stop* at the end is changed into a **question-mark** ; as—

1. **Is** she a graceful lady ?
2. **Am** I afraid of him ?
3. **Are** you ignorant of the real facts ?

D. NEGATIVE-INTERROGATIVE

To make **negative-interrogative sentences**, **not** is inserted after the verb—*is*, *am* or *are*—and then the verb is transferred to the beginning of the sentence ; as—

1. **Is** she **not** a graceful lady ?
2. **Am I not** afraid of him ?
3. **Are** you **not** ignorant of the real facts ?

THE PAST TENSE

A. AFFIRMATIVE

Observe these sentences :

1. Mahatma Gandhi **was** a great leader.
2. Anil **was** a tall slim lad.
3. I **was** afraid of him.
4. You **were** ignorant of the real facts.
5. We **were** far, far away from home.
6. She **was** a graceful lady.
7. It **was** 15th of June yesterday.
8. The players **were** very tired.
9. It **was** hot and stuffy yesterday.

All these sentences are in **past tense**. They have the verbs—**was, were**—two forms of the verb—**be**—in the past tense. Remember **that**—

(*i*) **was**—is used with **all singular subjects**.

(*ii*) **were**—is used with **all plural subjects**.

B. NEGATIVE

To make **negative sentences** in the past tense, **not** is inserted after the verb—*was* or *were* ; as—

1. She *was* **not** a graceful lady
2. I *was* **not** afraid of him.
3. You *were* **not** ignorant of the real facts.

C. INTERROGATIVE

To make **interrogative sentences**, the verb—**was** or **were**—is transferred to the beginning of the sentence, *i.e.*, it is placed before the subject. The *full-stop* at the end is changed into a **question-mark** ; as—

1. **Was** she a graceful lady ?
2. **Was** I afraid of him ?
3. **Were** you ignorant of the real facts ?

D. NEGATIVE INTERROGATIVE

To make **negative-interrogative sentences, not** is inserted after the verb—*was* or *were*—and then the verb is transferred to the beginning of the sentence ; as—

1. **Was** she **not** a graceful **lady** ?
2. **Was** I **not** afraid of him ?
3. **Were** you **not** ignorant of the real facts ?

THE FUTURE TENSE

A. AFFIRMATIVE

Observe the following sentences :

1. Mr. Gandhi **will be** a great leader.
2. Anil **will be** a tall slim lad.
3. I **shall be** afraid of him.
4. You **will be** ignorant of the real facts.
5. We **shall be** far, far away from home.
6. She **will be** a graceful lady.
7. It **will be** 15th of June tomorrow.
8. The players **will be** very tired.
9. It **will be** hot and stuffy tomorrow.

All these sentences are in the future tense. They have the verbs—**shall be, will be**—used in them. These verbs are the future **forms** of the verb—**be**. Remember that—

(*i*) **shall + first form of the verb** is used with **I** and **We**.

(*ii*) **will + first form of the verb** is used with **all other subjects**.

B. NEGATIVE

To make **negative sentences** in the future tense, **not** is inserted after *will* or *shall* ; as—

1. She *will* **not** *be* a graceful lady.
2. I *shall* **not** *be* afraid of him.
3. You *will* **not** *be* ignorant of the real facts.

C. INTERROGATIVE

To make **interrogative sentences, shall** or **will** is transferred to **the** beginning of the sentence, *i.e.*, it is placed before the subject. **The** *full-stop* at the end is changed into a **question-mark** ; as—

1. **Will** she *be* a graceful lady ?
2. **Shall** I *be* afraid of him ?
3. **Will** you *be* ignorant of the real facts ?

D. NEGATIVE-INTERROGATIVE

To make **negative-interrogative sentences, not** is inserted after *will* or *shall* and then **will** or **shall** is transferred to the beginning of the sentence ; as—

1. **Will** she **not be** a graceful lady ?
2. **Shall** I **not be** afraid of him ?
3. **Will** you **not be** ignorant of the real facts ?

EXERCISES

Exercise 1. *Recognise and tell the* **tense** *of each sentence* :

1. All of you are honest persons.
2. Raju was a notorious thief.
3. All these fountain-pens are mine.
4. She will be in her best clothes.
5. You are at fault in this matter.
6. The dog is a very faithful animal.
7. There was only a little water in the jug.
8. We shall be very grateful to you.
9. The sky is overcast with clouds.
10. Akbar was the greatest Mughal emperor.
11. There is a long queue at the milk-booth.
12. India will be a great power soon.
13. Gold and silver are precious metals.
14. Laxmi Bai was the brave queen of Jhansi.
15. Several maps are there on the walls.
16. What date will it be tomorrow ?
17. What weight is this big box ?
18. Ladies will be in their best clothes.

Exercise 2. *Fill up each blank with* **is, am** *or* **are** :

1. I .... a pupil of Mr. Jackson.
2. She .... short and plump.
3. They .... all noble citizens of India.
4. We .... true to our motherland.
5. You .... a chain-smoker.
6. He .... an expert carpenter.
7. It .... just a lame excuse.
8. We .... all Indians first and Indians last.

9. Ram................................. .. an industrious worker.
10. Her manners.................................really graceful.
11. This road.....................................rough and narrow.
12. Milk and eggs..................................a wholesome food.

Exercise 3. *Fill up each blank with* **was** *or* **were** :

1. The wooden bridge..........................weak and narrow.
2. It.................. ....a cold and windy day.
3. Columbus......................................a famous sailor.
4. She......... ....by far the prettiest girl.
5. He....... ....a first-rate liar.
6. I................................. all alone in the dense forest.
7. There....................a large number of frogs in the tank.
8. They.................................not at all in the wrong.
9. We....................................falsely accused of theft.
10. My elder brother.........................a major in the army.
11. Her father...................... ....a heavy drunkard.
12. Your mother.............................. a God fearing lady.

Exercise 4. *Fill up each blank with* **will be** *or* **shall be** :

1. We..................................at the station at that time.
2. You.................. .... in trouble if you do so.
3. He..... .... an expert mechanic one day.
4. I............................ ....the best student in my class.
5. She...a very successful wife.
6. It.....................................an unworthy step on my part.
7. Dilip's manners..................................liked by everyone.
8. Kate.......................in her husband's house on Sunday.
9. There .... a little sugar in the tin.
10. The bride......................... in her best clothes tomorrow.
11. Sheep .... in the fold at dusk.
12. Ila ....a very capable teacher indeed.

Exercise 5. *Turn each sentence to* **negative** *form* :

1. Rama Laxmana were true brothers.
2. Timur was a very cruel invader.
3. Birds will be chirping at day-break.

4. The scenery of Kashmir is really charming.
5. Rana Partap was the ruler of Mewar.
6. He will be our next chairman.
7. The doors and windows were all shut.
8. Flowers shall be in full bloom next month.
9. A Good movie is on in the cinema-hall.
10. My first wife was tall and trim.
11. Rats will be at play when the cat comes.
12. She is in the dining-hall as yet.

Example 6. *Turn each sentence to* **interrogative** *form* :

1. Bombay's old name was Mombay.
2. Mrs. Gandhi is one of the leading politicians.
3. There is a wild boar in the grove.
4. Many fine dresses will be in the shop-window.
5. We shall be on the hill-top by tomorrow.
6. Ronald will be sixteen next month.
7. We were sunbathing in the lawn.
8. There is a pair of white tigers in the zoo.
9. Dr. Rajendra Prasad was our first President.
10. The labourers are at work in the mine.
11. I am a religious-minded person.
12. They were awfully tired after the long journey.

Example 7. *Turn each sentence to* **negative-interrogative** *form* :

1. Mr. Nehru was the first Prime Minister of India.
2. India will be one of the most powerful countries.
3. The tiger is a very fierce animal.
4. There was a beautiful shirt in the shop-window.
5. Mr. Dull is a good-for-nothing person.
6. This promising boy will be a great man.
7. There are four fingers on a hand.
8. The tumbler was full of cold milk.
9. These mangoes will be ripe in a week or so.
10. The rose is the queen of flowers.
11. The blind beggar was weak and helpless.
12. The moon will be a space-station in years to come.

CHAPTER 16

THE PRESENT TENSE—ITS FORMS

We know that there are three **general** divisions of time and as such there are three tenses. The **Present Tense** shows the forms of a verb which indicate that the action **is done** in the present time. But in respect of the *continuance* and *completeness* of the action, the present tense has **four forms.**

Observe the following sentences :

1. **I do** my home-work.
2. **I am doing** my home-work.
3. **I have done** my home work.
4. **I have been doing** my home-work.

In these sentences—

(*a*) Sentence I indicates an action which is done daily, *i.e.*, in the **present time**, but its exact time is not **definitely known**. So, it is in the **Present Continuous Tense**.

(*b*) Sentence 2 indicates an action which is going on now and here, *i.e.*, the action **continues to be done at present**. So, this sentence is in the **Present Continuous Tense**.

(*c*) Sentence 3 indicates an action which was going on for some time but has been completed or **perfected just in the present time**. So, this sentence is in the **Present Perfect Tense**.

(*d*) Sentence 4 indicates an action which is going on though a part of it has been complete, *i.e.*, it is **continuing even now though it has been perfected to a certain degree.** So, it is in the **Present Perfect Continuous Tense**.

So, there are **four forms** of the Present Tense :

1. Present Indefinite Tense
2. Present Continuous Tense
3. Present Perfect Tense
4. Present Perfect Continuous Tense

Now we shall study these four forms one by one in detail. Let us prepare a **table** of these four forms of the Present Tense with subjects in all the three peresons and two numbers.

Tense forms	*No.*	*First Person*	*Second Person*	*Third Person*
Present Indefinite	*Sing.*	I **do.**	You **do.**	He She It **does.**
	Pl.	We **do.**	You **do.**	They **do.**
Present Continuous	*Sing.*	I **am doing.**	You **are doing.**	(He, She, it) is **doing.**
	Pl.	We **are doing.**	You **are doing.**	They are **doing.**
Present Perfect	*Sing.*	I **have done.**	You **have done.**	(He, She, it) **has done.**
	Pl.	We **have done**	You **have done**	They **have done.**
Present Perfeet Continuous	*Sing.*	I **have been doing.**	You **have been doing.**	(He, she, it) **has been doing.**
	Pl.	We **have been doing.**	You **have been doing.**	They **have been doing.**

THIRD PERSON—SINGULAR NUMBER

Before learning to form the various forms of tenses, it is necessary to understand clearly what **Third Person Singular Number means.**

We know that—

Any singular noun or pronoun other than I and you (singular) is the Third Person and Singular Number.

So—**he, she, Ram, Sita, a table, a beggar** etc. are all nouns and pronouns of the **Third Person** and they are in **Singular Number.**

PRESENT INDEFINITE TENSE

A—AFFIRMATIVE

Observe the following sentences :

1. They **wash** their hands.
2. I **do** my home-work.
3. The tailors **sew** the clothes.
4. We **thank** our stars.
5. You **help** your friends.

But—

6. He **reads** a story. *(read+s)*
7. She **wears** a new saree. *(wear+s)*
8. It **rains** heavily. *(rain+s)*
9. The cat **catches** a rat. *(catch+es)*

All these sentences are in the Present Indefinite Tense. In each sentence, **first form of the verb** has been used, but with subjects of **Third** Person and Singular Number **s** or **es** has been added to the first form of the verb. So, Present Indefinite Tense is formed as under :

(*i*) **Subject+First Form of the Verb.**

(*ii*) **Subject (Third Person, Singular) + First form of the Verb+s or es.**

Examples :

I go……… We go……… You go………
He goes……… **She goes**……… **It goes**………
They go……… **John goes**……… Children go………

B—NEGATIVE

Negative form of the Present Indefinite Tense is formed by inserting **do not** or **does not** after the subject ; as—

I **do not** go……… We **do not** go………
You **do not** go……… They **do not** go………
Girls **do not** go……… Children **do not** go………

But—

He **does not** go..............
She **does not** go.....................
It **does not** go.............
John **does not** go...................

C—INTERROGATIVE

Interrogative form of the Present Indefinite Tense is formed by placing **do** or **does** in the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Do I go ....?
Do we go ....?
Do you go.................?
Do they go.........................?
Do the girls go..........?
Do the children go ....?

But—

Does he go...............?
Does she go.........................?
Does it go.................?
Does John go....................?

D—NEGATIVE-INTERROGATIVE

Negative-Interrogative form of this tense is formed by first inserting **do not** or **does not** between the subject and the verb and then transferring **do** or **does** to the beginning of the sentence ; as—

Do I **not** go ....?
Do we **not** go ....?
Do you **not** go...........?
Do they **not** go ....?
Do the girls **not** go.....?
Do the children **not** go...........?

But—

Does he **not** go...........?
Does she **not** go................... ?
Does it **not** go............?
Does John **not** go............... ?

EXERCISES

Exercise 1. *Frame sentences using the following verbs in* **Present Indefinite Tense** *with subjects of all the three persons both* **in** *singular and plural forms* :

eat tell bring beat study
reside win open graze think

Exercise 2. *Fill up each blank with a verb in* **Present Indefinite Tense** :

1. Ronald....................................in the Park Street.
2. Children....................................in the afternoon daily.
3. Our *jawans*....................................the enemy back.

4. Parents..................................the family and it's children.
5. Children..................................small jobs in the family.
6 The cook.................................food for the guests.
7. The farmers..................wheat in the beginning of winter.
8. We ....breakfast in the morning.
9. Prices..................................when demand is greater.
10. Do you .... the date of your birth.
11. His hen.............................. a golden egg everyday.
12. Reading.............................. people wiser and cleverer.

Exercise 3. *Change these sentences to* **negative** *form* :

1. The master scolds his servant.
2. The weaver-bird builds a cosy nest.
3. The postman delivers the mail twice a day.
4. Prices fall on the approach of the new harvest.
5. The sun appears going up after the sunrise.
6. My friend works in a very big factory.
7. The moon goes round the earth once in 27½ days.
8. The earth revolves round the sun once a year.
9. We keep bad boys at an arm's length.

Exercise 4. *Change these sentences to* **interrogative** *form* :

1. Dinu mostly reaches school late.
2. My mother gives alms to the poor daily.
3. I complain against Ramu to the teacher.
4. The judge announces his judgement.
5. Policemen arrest the bad characters.
6 Columbus discovers a new world.
7 She always boasts of her face and grace.
8 The labourers go on a strike from today.
9. Rats hold a meeting against the cat.

Exercise 5. *Change each sentence to* **negative-interrogative** *form* :

1. The prisoner makes an appeal to the jailor.
2. He works like a donkey all the day long.
3. I stay with my maternal uncle at Simla.
4. He takes pride in his health and wealth.
5. Quinine tastes very bitter.

6. They earnestly repent of their folly now.
7. The wild animals held a meeting at dusk.
8. The rich seldom help the poor.
9. David always finds faults with others.

PRESENT CONTINUOUS TENSE

A—AFFIRMATIVE

Observe the following sentences :

1. They **are washing** their hands.
2. **I am doing** my homework.
3. The tailors are **sewing** clothes.
4. We **are thanking** our stars.
5. You **are helping** your friend.
6. He is **reading** a story.
7. She **is wearing** a new saree.
8. It **is raining** heavily.

All these sentences are in the Present Continuous Tense. **In** each sentence, **first form of the verb + ing** has been used after **is** or **am** or **are**. So, Present Continuous Tense is formed as under :

Subject + (is or **are) + (First Form of the Verb + ing)**

Examples :

I am going ....
We are going ....
You are going ....
He is going ....
She is going ....
It is going ....
They are going...
John is going ....
Children are going...

B—NEGATIVE

Negative form of the Present Continuous Tense is formed by inserting **not** after **is** or **am** or **are** ; as—

I **am not** going ....
We **are not** going ....
You **are not** going ....
They **are not** going ....
He **is not** going ....
She **is not** going ....
It **is not** going ....
John **is not** going ....
Girls **are not** going ....
Children **are not** going ....

C—INTERROGATIVE

Interrogative form of the Present Continuous Tense is formed by transferring **is** or **am** or **are** to the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Am I going..........................?
Are you going......................?
Is he going..........................?
Is it going............................?
Are the girls going..............?

Are we going ....?
Are they going ....?
Is she going ....?
Is John going ....?
Are the children going ....?

D– NEGATIVE-INTERROGATIVE

Negative-interrogative form of Present Continuous Tense is formed by first inserting **not** after **is** or **am** or **are** and then transferring **is** or **am** or **are** to the beginning of the sentence ; as—

Am I **not** going.................?
Are you **not** going.............?
Is he **not** going.................?
Is it **not** going ....?
Are the girls **not** going......?

Are we **not** going ....?
Are they **not** going ....?
Is she **not** going..................?
Is John **not** going.................?
Are the children **not** going.. .?

EXERCISES

Exercise 1. *Form sentences using the following verbs in* **Present Continuous Tense** *with subjects of all the three persons both in singular and plural forms* :

tell   have   declare   dance   talk
sing   wash   laugh   sleep   speak

Exercise 2. *Fill up each blank with a verb in* **Present Continuous Tense** :

1. Cattle..in the green pasture.
2. Children..hide-and-seek.
3. I..on a long journey.
4. We..to the temple for prayers.
5. The hounds..the deer hotly.
6. The miners..in the mine.
7. He..in his sleeves.
8. She..pride in her charms.
9. The ceiling fan..round and round.
10. You..your time and money.
11. They..a bath in the canal.
12. Farmers..the ripe harvest.

Exercise 3. *Change these sentences to* **negative** *form* :

1. They are walking on the road-side.
2. My brother is returning from London shortly.
3. We are playing a friendly match on Sunday.
4. Students are doing their class-work with care.
5. Cows and buffaloes are grazing on the hill-side.
6. She is writing a letter to her husband.
7. The thieves are breaking open the safe.
8. The crowd is running in all directions.
9. The guests are having dinner at this time..
10. The shoe-shine is polishing my shoes.
11. Robert is telling a white lie.
12. This train is leaving at 8-10 a.m. for Agra.

Exercise 4. *Change these sentences to* **interrogative** *form* :

1. The maid-servant is laying the table.
2. Ramu is looking for his lost dog.
3. The lion is prowling in serach of prey.
4. She is feeling very indisposed.
5. The ailing old man is leaning against the wall.
6. He is always boasting of his success.
7. Several charts are hanging on the wall.
8. You are looking very light and smart.
9. Frogs are croaking in the pond.
10. Dark clouds are hovering in the sky.
11. Our jawans are fighting very bravely against the enemy.
12. Prices are shooting up day by day.

Exercise 5. *Change these sentences to* **negative-interrogative** *form* :

1. The buds are blooming as pretty flowers.
2. The diver is swimming across the canal.
3. Our teacher is teaching a new lesson today.
4. Children are watching a snake-charmer's show.
5. The girls were singing in chorus.
6. Ladies are singing wedding-songs.
7. The priest is chanting sacred verses.
8. The marriage-party is going to the bride's house.
9. The prince is playing with lion-cubs.

PRESENT PERFECT TENSE

A—AFFIRMATIVE

Observe the following sentences :

1. They **have washed** their hands.
2. I **have done** my home work.
3. The tailors **have sewn** the clothes.
4. We **have thanked** our stars.
5. You **have helped** our friends.
6. She **has read** a story.
7. She **has worn** a new saree.
8. It **has rained** heavily.
9. The cat **has caught** a rat.

All these sentences are in the Present Perfect Tense. In each sentence, **third form of the verb** has been used after **has** or **have.** So, Present Perfect Tense is formed as under :

Subject + (has or have) + Third Form of the Verb.

Examples :

I have gone ....
We have gone......
You have gone......
He has gone ......
She has gone ......
It has gone ....
They have gone......
John has gone ......
Children have gone ..

B—NEGATIVE

Negative form of the Present Perfect Tense is formed by inserting **not** after **has** or **have** ; as

I **have not** gone............
We **have not** gone..........
You **have not** gone.........
They **have not** gone ....
He **has not** gone...............
She **has not** gone..............
It **has not** gone ....
John **has not** gone ....
Girls **have not** gone...........
Children **have not** gone ....

C—INTERROGATIVE

Interrogative form of the Present Perfect Tense is formed by transferring **has** or **have** to the beginning of the sentence, *i.e.*, by placing it before the Subject ; as—

Have I gone ....?
Have we gone.................?
Have you gone..........?
Have they gone...............?
Has he gone ....?
Has she gone...............?
Has it gone ....?
Has John gone ....?
Have the girls gone.........?
Have the children gone........?

D—NEGATIVE-INTERROGATIVE

Negative-Interrogative form of Present Perfect Tense is formed by inserting **not** after **have** or **has** and then transferring **has** or **have** to the beginning of the sentence ; as—

Have I **not** gone............? **Have** we **not** gone..............?
Have you **not** gone.........? **Have** they **not** gone..............?
Has he **not** gone...........? **Has** she **not** gone..................?
Has it **not** gone...........? **Has** John **not** gone..............?
Have the girls **not** gone...? **Have** the children **not** gone...?

EXERCISES

Exercise 1. *Frame sentences using the following verbs in* **Present Perfect Tense** *with subjects of all the persons both in singular and plural forms* :

find do leave appear rise
defeat discover like kill jump

Exercise 2. *Fill up each blank with a* **verb in Present Perfect Tense :**

1. My uncle..his old car.
2. The master.....................................his dog to death.
3. Our school...on 15th May.
4. The judge...his judgement.
5. I.................................him Rs. 130 by money-order.
6. Ronald...a white lie.
7. The juggler..his feats.
8. The tiger...a fat buck.
9. Our teacher..............................us a new lesson today.
10. He..the order of his father.
11. The children..their books.
12. We...to the top of the hill.
13. She.........................new books for the new class.
14. He.......................................your letter just now.
15. Our team..............................the match by 5 to 2 goals.
16. They..their breakfast.
17. God...the king with a son.
18. The thieves.................................the house on the fire.

Exercise 3. *Change these sentences to* **negative** *form* :

1. The washerman has ironed my clothes.
2. She has dried her face with a towel.

3. Swallows have flown to hot lands.
4. The labourers have dug the foundation.
5. We have listened to his advice.
6. I have rebuked him for his misconduct.
7. They have wasted much money and time.
8. The teacher has caned the late-comers.
9. The sun has risen and the darkness has gone.
10. The sun has set and the night has fallen.
11. Our jawans have beaten the enemy back.
12. She has purchased a new silken saree.

Exercise 4. *Change these sentences to* **interrogative** *form* :

1. They have fulfilled promise truly.
2. The labourers have struck work.
3. You have badly failed to do the needful.
4. The students have staged a good play.
5. The wife has betrayed her husband.
6. The shopkeeper has given you a short measure.
7. He has squandered all his wealth.
8. I have run into heavy debt.
9. Our armies have won a glorious victory.
10. You have helped us a lot in trouble.
11. India has inflicted a defeat on Pakistan.
12. The rich have always helped the poor.

Exercise 5. *Change these sentences to* **negative-interrogative** *form* :

1. Joe has lost his satchel at school.
2. You have come late enough.
3. Cyril has told a white lie.
4. I have answered all your questions.
5. She has done her hair in a nice way.
6. The general has won a number of victories.
7. He has kept his pledge till now.
8. Experience has made me an expert artist.
9. The patient has breathed his last just now.

PRESENT PERFECT CONTINUOUS TENSE

A—AFFIRMATIVE

Observe the following sentences :

1. They **have been washing** their hands **for** *five minutes*.
2. I **have been doing** my home-work **for** *an hour*.

3. The tailors **have been sewing** clothes **since** *morning.*
4. We **have been thanking** our stars all along.
5. You **have been helping** your friends in trouble.
6. He **has been reading** a story **since** *4 p.m.*
7. She **has been wearing** a new saree daily.
8. It **has been raining** heavily **since** *dawn.*
9. The cat **has been chasing** the rats **for** an *hour.*

All these sentences are in the Present Perfect Continuous Tense. In each sentence, **first form of the verb+ing** has been used after **has been** or **have been**. So, this tense is formed as under :

Subject+(has been or **have been)+(First form of the verb+ing)**

Examples :

I have been going...............
You have been going..........
He has been going..............
It has been going...............
Girls have been going.........

We have been going...............
They have been going.............
She has been going.................
John has been going.............
Children have been going........

B—NEGATIVE

Negative form of the Present Perfect Continuous Tense is formed by inserting **not** after **has** or **have** ; as—

I **have not** been going..........
You **have not** been going......
He **has not** been going.........
It **has not** been going..........
Girls **have not** been going.....

We **have not** been going.........–
They **have not** been going.........
She **has not** been going ....
John **has not** been going..........
Children **have not** been going....

C—INTERROGATIVE

Interrogative form of the Present Perfect Continuous Tense is formed by transferring **has** or **have** to the beginning of the sentence ; *i.e.*, by placing it before the subject ; as—

Have I been going..............?
Have you been going.........?
Has he been going.............?
Has it been going................?

Have we been going..............?
Have they been going............?
Has she been going...............?
Has John been going............?

Have the girls been going...................?
Have the children been going.............?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of the Present Perfect Continuous Tense is formed by inserting **not** after **has** or **have** and then transferring **has** or **have** to the beginning of the sentence ; as—

Have I **not** been going ....?	**Have** we **not** been going.........?
Have you **not** been going ....?	**Have** they **not** been going......?
Has he **not** been going........?	**Has** she **not** been going...... .. ?
Has it **not** been going.........?	**Has** John **not** been going........?

Have the girls **not** been going................ ?

Have the children **not** been going........... ?

USE OF—FOR, SINCE

Observe the sentences on page 108-109. In most of them, **time** has been mentioned. It shows the *continuance* and *completeness* of the action. **Time** can be mentioned in two ways—

(*i*) by mentioning a **period** ; as—

(*ii*) by mentioning a **point** from where we can calculate the period of time if need be ; as—
7 a.m., morning, 15th May, 1982 etc.

We use **for** with a *period of time* ; as—

for *an hour*	**for** *two days*
for *a week*	**for** *ten minutes*
for *two years*	**for** *a long time*

But we use **since** with a *point of time* ; as

since *7 a.m.*	**since** *morning*
since *15 May*	**since** *1981*
since *long*	**since** *you came*

EXERCISES

Exercise 1. *Using the following verbs, write sentences in* **Present Perfect Continuous Tense** *with subjects of all the persons both in singular and plural forms* :

live	sing	work	learn	rain
read	do	dance	weep	below

Exercise 2. *Fill up each blank with a* **verb in Present Perfect Continuous Tense** :

1. I.............. ....in this school for three years.
2. She...................... ....her hair for ten minutes.

3. We..sums since 10 a.m.
4. The labourers..................................since morning.
5. He..French for a year.
6. The children..........................in the park for an hour.
7. The ladies..............................tea leaves since morning.
8. The birds..............................to their nests since sunset.
9. The fisherman..........................in the stream for long.

Exercise 3. *Change these sentences to* **negative** *form* :

1. The boys have been making a noise for half an hour.
2. The match has been going on since 3 p.m.
3. The teacher has been teaching us for 30 minutes.
4. The wife has been serving her husband for years.
5. Parents have been looking after the children for centuries.
6. We have been taking a test since 7 a.m.

Exercise 4. *Change these sentences to* **interrogative** *form* :

1. The baby has been crying in hunger since long.
2. I have been waiting for you since long.
3. The ladies have been singing wedding-songs for an hour.
4. The farmers have been sowing wheat since October.
5. The tame animals have been serving us for centuries.
6. She has been sobbing in grief since last night.

Exercise 5. *Change these sentences to* **negative-interrogative** *form* :

1. I have been writing letters to you for a month.
2. John has been living in this village since 1973.
3. Birds have been chirping in trees since dawn.
4. Our examination has been going on for a week.
5. The wrestlers have been grappling for an hour.
6. The rams have been fighting since 2 a.m.

Exercise 6. *Put* **for** *or* **since** *in each blank* :

1. A famine has been raging..............................January.
2. Prices have been shooting up......................four months.
3. The tournament is going on.........................a fortnight.
4. The cock has been crowing.................................4 a.m.
5. The child has been crying in hunger.............half an hour.
6. The juggler has been showing his feats..................noon.

REVISIONAL EXERCISES

(Present Tense)

Exercise 1. *Tell the name of the tense of each sentence and change it to* **present continuous tense** :

1. We bathe in the river.
2. I have known everything about you.
3. Swallows do not fly to cold lands in summer.
4. Do you help your friends in trouble ?
5. The labourers have not dug the foundation.
6. Does she not walk gracefully ?
7. Mr. Winkle does not work regularly.
8. Do the farmers reap the ripe harvest ?
9. The slave has pulled the thorn out of the lion's paw.

Exercise 2. *Tell the name of the tense of each sentence and change it to* **present perfect tense** :

1. The hunter shoots a buck.
2. The girls are singing a melodious song.
3. Children do not draw pictures.
4. Are the wasp migrating to hot lands ?
5. The cook has been working in the kitchen since dawn.
6. The first bell does not ring at 8 a.m.
7. Does the crow steal a piece of cheese ?
8. The fox is not jumping hard to get at the grapes.
9. I do not learn this poem by heart.

Exercise 3. *Tell the name of the tense of each sentence and change it to* **present indefinite tense** :

1. The last bell has gone.
2. We have sun-bathed for three hours.
3. The angler is getting ready to go fishing.
4. The students are not doing their home-work.
5. Has the beggar pretended to be blind ?
6. The crow is not cawing at the cock's request.
7. Is the mother preparing her daughter for school ?
8. Vineeta has gone to school on foot.
9. Our class is not taking a test every month.

Exercise 4. *Tell the name of the tense of each sentence and change it to* **present perfect continuous tense** :

1. I have suffered from fever for three days.
2. He has assisted you in your work since morning.
3. Sita has always helped her mummy in the kitchen.
4. The Indian National Congress has ruled over India since 1974.
5. Farmers have sown the winter crops since October.
6. He has worked like an ass since dawn.
7. She has suffered long for her sins.
8. We have stayed with our uncle at Simla for a month.
9. The policeman has hotly chased the thief for three days.

Exercise 5. *Fill up each blank with* **for** *or* **since** :

1. I have been ill...a week.
2. Susan has been washing clothes..............................10 a.m.
3. Jack has been climbing the hill ....two hours.
4. The camel has been wallowing in sand...................4 p.m.
5. They have been repenting of their folly....................more than a year.
6. The wild animals have held a meeting........................the whole day long.

Exercise 6. *Correct the following sentences* :

1. I am toiling hard for several months.
2. He has reached here yesterday.
3. Sushma came to my house just today.
4. Rama do not like her husband.
5. She is laid up with fever for three days.
6. We have been here since a week.

CHAPTER 17

THE PAST TENSE—ITS FORMS

After studying the Present Tense, it is very easy to study the Past Tense. This tense, too, has four forms like the present tense.

Observe the following sentences :

1. I **lived** on fruit.
2. Sita **was playing** with her doll.
3. The train **had** already left.
4. It **had been raining** for two hours.

Sentence 1 shows an action in the past. The speaker **lived** on fruit in the past. But no *definite time* in the past has been mentioned. So, this sentence is in **Past Indefinite Tense**.

Sentence 2 shows an action **going** on in the time gone by. The action of Sita's playing was continuous. So, this sentence is in **Past Continuous Tense**.

Sentence 3 shows an action perfected in the time gone by. The train had completed or *perfected* the action of *leaving*. So, this sentence is in **Past Perfect Tense**.

Sentence 4 shows an action in the past. The action was *perfected* to some degree, but still it went on, *i.e.*, was *continuous*. *It had rained* but still *it was raining*. So, this sentence is in **Past Perfect Continuous Tense**.

Thus we have **four forms** of the Past Tense :

1. Past Indefinite Tense
2. Past Continuous Tense
3. Past Perfect Tense
4. Past Perfect Continuous Tense

Let us study these four forms of the Past Tense in detail.

PAST INDEFINITE TENSE

A—AFFIRMATIVE

Observe these sentences :

1. He **sold** his car.
2. **We helped** our friends.
3. I **did** my home-work.

4. You **had** your meals.
5. She **did** her hair.
6. They **learnt** their lesson.
7. It **rained** cats and dogs.

All these sentences have verbs that show actions in the past. But no definite time in the past is indicated in regard to any action. So, the verbs are in **Past Indefinite Tense**. This tense is formed as under :

Subject + Second Form of the Verb ; as—

I **went**.......... You **went**.......... He **went**...............
We **went**........ They **went**.......... She **went**..............
It **went**........ John **went**.......... The girls **went**........

B—NEGATIVE

Negative form of this tense is formed by inserting **did not** between the subject and the verb **which is changed to its First Form** ; as—

I **did not** go.................. You **did not** go....................
He **did not** go................ She **did not** go....................
It **did not** go................ We **did not** go.....................
They **did not** go.............. John **did not** go...................
The girls **did not** go.......... The children **did not** go..........

C—INTERROGATIVE

Interrogative form of the tense is formed by using **did** in the beginning of the sentence and changing the verb to the **First Form** ; as—

Did I *go*..........? **Did** you *go*..........? **Did** he *go*..........?
Did we *go*........? **Did** they *go*..........? **Did** she *go*..........?
Did it *go*.........? **Did** John *go*........? **Did** the girls *go*.....?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this verb is formed by inserting **did not** between the subject and the verb, changing it to its **First Form** and then transferring **did** to the beginning of the sentence ; as—

Did I **not** *go*..................? **Did** you **not** *go*...................?
Did he **not** *go*.................? **Did** she **not** *go*...................?
Did it **not** *go*..................? **Did** we **not** *go*....................?
Did they **not** *go*..............? **Did** John **not** *go*..................?
Did the girls **not** *go*..........? **Did** the children **not** *go*........?

EXERCISES

Exercise 1. *Supply* **past indefinite tense** *of the* **verb** *given in brackets for each blank* :

1. The birds..................................in the sky. *(fly)*
2. The wall-clock..................................ten. *(strike)*
3. He......................all his money and honour. *(lose)*
4. I ....a rat in the matter. *(smell)*
5. We......................the noise of Fire ! Fire !! *(hear)*
6. Vasco da Gama..................a new sea-route. *(discover)*
7. The minister..................in a nice bungalow. *(reside)*
8. The postman..................me a money-order. *(bring)*
9. Atul................his best to help me in trouble. *(do)*
10. The wolf..................................away the lamb. *(carry)*
11. The children..................under a shady tree. *(sit)*
12. She......................a large hidden treasure. *(find)*

Exercise 2. *Change each sentence to its* **negative** *form* :

1. His mother beat him severely.
2. I spent the whole amount.
3. The beggar implored me for help.
4. Akbar the Great made large conquests.
5. Humayun dug his own grave.
6. The patient slept at peace at night.
7. She fell down and hurt her leg.
8. The hen laid two golden eggs.
9. We had a walk in the fresh morning breeze.

Exercise 3. *Change each sentence to its* **interrogative** *form* :

1. Susan sang a melodious song.
2. The wolf fell on the flock of sheep.
3. The teacher taught us a new lesson.
4. The lion roared aloud in anger.
5. The sun shone bright at noon.
6. It rained cats and dogs yesterday.
7. The tiger gave out a loud growl.
8. Shivaji escaped from the prison.
9. The lamb bleated in fear.

Exercise 4. *Change each sentence to its* **negative-interrogative** *form* :

1. The policeman nabbed the pick-pocket.
2. The judge announced the judgement.
3. She gave alms to the poor generously.
4. We watched the juggler's show curiously.
5. They told a white lie.
6. I had a jolly good time there.
7. My grand-father rolled in wealth.
8. The mason built a magnificent house.
9. The king entertained the saint with care.

PAST CONTINUOUS TENSE

A—AFFIRMATIVE

Observe these sentences :

1. He **was smoking** a cigarette.
2. We **were helping** our friends.
3. I **was doing** my home-work.
4. You **were having** your breakfast.
5. She **was doing** her hair before a mirror.
6. They **were learning** their lesson by heart.
7. It **was raining** cats and dogs.

All these sentences have verbs that show actions in the past. Each action is shown continuing in the time gone by. So, the verbs are in **Past Continuous Tense**. This tense is formed as under :

Subject+(was or **were)+(First Form of the Verb+ing)** ; as—

I **was going** .... You **were going** ....
He **was going** .... She **was going** ....
We **were going** .... They **were going** ....
It **was going** .... John **was going** ....
The children **were going**.. The girls **were going** ....

B—NEGATIVE

Negative form of this tense is formed by inserting **not** after **was** or **were** ; as—

I was **not** going............ You were **not** going.................
He was **not** going .... She was **not** going...................
We were **not** going......... They were **not** going ....
It was **not** going........... John was **not** going ....
The children were **not** going...The girls were **not** going...........

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **was** or **were** to the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Was I going..................?
Was he going..................?
Were we going..................?
Was it going..................?
Were the children going........?
Were you going..................?
Was she going..................?
Were they going..................?
Was John going..................?
Were the girls going...........?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this tense is formed by inserting **not** after *was* or *were* and then transferring **was** or **were** to the beginning of the sentence ; as—

Was I **not** going..............?
Was he **not** going..............?
Were we **not** going..............?
Was it **not** going..............?
Were the children **not** going..?
Were you **not** going...........?
Was she **not** going..............?
Were they **not** going..........?
Was John **not** going...........?
Were the girls **not** going......?

EXERCISES

Exercise 1 *Supply* **past continuous tense** *of the* **verb** *given in brackets for each blank* :

1. Hari..............................a book at that time. (*read*)
2. She..................................tea when I saw her. (*have*)
3. I.........................when you called at my house. (*sleep*)
4. Farmers...................................the ripe harvest. (*reap*)
5. The hunter........................at the roaring lion. (*fire*)
6. The hungry wolf..................in search of food. (*prowl*)
7. The audience................................the speaker. (*cheer*)
8. She...for her young son. (*look*)
9. They.....................................of their greatness. (*boast*)
10. The patient was..................senseless in bed. (*lie*)
11. The gardener..................................the plants. (*water*)
12. She...........................her new dress at that time. (*wear*)

Exercise 2. *Change each sentence to its* **negative** *form* :

1. My friend was making false excuses.
2. I was working hard at my lessons.

3. It was raining very heavily.
4. Virendra was playing on the harmonium.
5. We were paying heed to our father's advice.
6. They were holidaying in Kashmir last month.
7. Children were playing tip-cat in the ground.
8. The feeble old man was leaning against the wall.
9. He was facing the difficulties manfully.

Exercise 3. *Change each sentence to its* **interrogative** *form* :

1. A fan was hanging from the ceiling.
2. She was attending school regularly.
3. Sunil Gavaskar was scoring very fast.
4. The Pathan was beating his dog to death.
5. The farmer was tilling the field for a new crop.
6. They were going to see an English movie.
7. The king was playing chess with his minister.
8. Chand Bibi was ruling her kingdom very wisely.
9. The sailors were fighting against the furious waves.

Exercise 4. *Change each sentence to its* **negative interrogative** *form* :

1. My nephew was working in a bank.
2. You were sunbathing in the grassy lawn.
3. They were waiting for you anxiously.
4. The dacoits were looting the passengers.
5. It was heavily raining at that time.
6. The servant was switching the light off.
7. The soldiers were marching to the battle-field.
8. She was sticking to her promise.
9. We were thinking hard over the matter.

PAST PERFECT TENSE

A – AFFIRMATIVE

Observe these sentences :

1. He **had sold** his car.
2. We **had helped** our friends.
3. I **had done** my home-work.
4. You **had had** your breakfast.

5. She **had done** her hair very nicely.
6. They **had learnt** their lesson by heart.
7. It **had rained** cats and dogs.

All these sentences have verbs that show actions completed or perfected in the far-away past. So, these verbs are in **Past Perfect Tense**. This tense is formed as under :

Subject + had + (Third Form of the verb) ; as—

I **had gone**....................
He **had gone**....................
It **had gone**....................
They **had gone**....................
The children **had gone**.........
You **had gone**....................
She **had gone**....................
We **had gone**....................
John **had gone**....................
The girls **had gone**..............

B—NEGATIVE

Negative form of this tense is formed by inserting **not** between *had* and *III form of the verb* ; as—

I had **not** gone ....
He had **not** gone ....
It had **not** gone ....
They had **not** gone ....
The children had **not** gone ..
You had **not** gone...............
She had **not** gone...............
We had **not** gone...............
John had **not** gone..............
The girls had **not** gone ....

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **had** to the beginning of the sentence, *i.e* , placing it before the subject ; as—

Had I gone.....................?
Had he gone....................?
Had it gone.....................?
Had they gone..................?
Had the children gone.......?
Had you gone....................?
Had she gone....................?
Had we gone....................?
Had John gone..................?
Had the girls gone.............?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this tense is formed by inserting **not** between *had* and **third** *form of the verb* and then transferring **had** to the beginning of the sentence : as—

Had I **not** gone..................? **Had** you **not** gone................?
Had he **not** gone...............? **Had** she **not** gone...............?
Had it **not** gone.................? **Had** we **not** gone.................?
Had they **not** gone.............? **Had** John **not** gone...............?
Had the children **not** gone. ..? **Had** the girls **not** gone...........?

EXERCISES

Exercise 1. *Supply* **past perfect tense** *of the* **verb** *given in brackets for each blank* :

1. Children.......................their breakfast at 7 a.m. (*have*)
2. The train..............................off at 12 o'clock. (*steam*)
3. The king .... justice to the real mother. (*do*)
4. India.................. a crushing defeat on Pakistan. (*inflict*)
5. The shopkeeper.....................a short measure. (*use*)
6. The Rajputs .... a glorious victory. (*win*)
7. Ladies.........................several wedding songs. (*sing*)
8. Tanaji...............................his life in the action. (*lose*)
9. Ravana...............................away Sita by force. (*carry*)
10. The patient....................before the doctor came. (*die*)
11. We........... already..............to play the match. (*decide*)
12. She............never.....................a circus before. (*see*)

Exercise 2. *Change each sentence to its* **negative form** :

1. Susan had left her play-things with Mala.
2. Rana Pratap had faced Akbar at Haldighati.
3. He had squandered all his wealth in gambling.
4. The farmer had taken pity on the snake.
5. Jahangir had done justice to the washer-woman.
6. They had fulfilled all their promises.
7. The train had steamed in on time.
8. My uncle had been very kind to me
9. Lord Nelson had won a grand victory at Trafalgar.

Exercise 3. *Change each sentence to its* **interrogative form** :

1. Rani had left school at the age of twelve.
2. George had lived in this town all his life.
3. He had already finished his home-work.
4. The burglars had broken into the house.
5. The cashier had left his wallet in the bus.

6. We had washed up before he came.
7. They had explained the whole matter to us.
8. I had already known of your arrival.
9. The shopkeeper had counted all his money.

Exercise 4. *Change each sentence to its* **negative-interrogative form** :

1. My mother had been ill for a week.
2. She had cut a sorry figure in the test.
3. The child had an attack of malaria.
4. The wolf had carried away the poor lamb.
5. The bell had gone when I reached school.
6. Sita had written a letter to her boy-friend.
7. I had got up from the bed when you knocked at the door.
8. We had seen you last on the 15th of May.
9. You had heard that Mary has a bad temper.

PAST PERFECT CONTINUOUS TENSE

A—AFFIRMATIVE

Observe these sentences :

1. We **had been helping** our friends **since** long.
2. He **had been telling** a lie **for** years.
3. I **had been doing** my home-work **for** an hour.
4. You **had been learning** the poem **since** morning.
5. She **had been doing** her hair **for** half an hour.
6. They **had been preparing** for the test **for** a fortnight.
7. It **had been raining** heavily **since** noon.

All these sentences have verbs that show actions in the past **tense**. The action had been **partly completed** or **perfected** but still **continuing**. So, these verbs are in **Past Perfect Continuous Tense**. **This** tense is formed as under :

Subject + (had been) + (First form of the verb + ing) ; as—

I **had been** going.. ....
He **had been** going.....................
It **had been** going..................
We **had been** going.................
The children **had been** going.....
You **had been** going ....
She **had been** going ....
John **had been** going ......
They **had been** going ....
The girls **had been** going......

B—NEGATIVE

Negative form of this tense is formed by inserting **not** between *had* and *been* ; as—

I had **not** been going............
He had **not** been going.........
It had **not** been going.........
We had **not** been going.........
You had **not** been going......
She had **not** been going......
John had **not** been going......
They had **not** been going......
The children had **not** been going......
The girls **had not been** going...........

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **had** to the beginning of the sentence, *i e.*, by placing it before the subject ; as—

Had I been going...............?
Had he been going.............?
Had it been going..............?
Had we been going............?
Had the children been going ..?
Had you been going ....?
Had she been going.........?
Had John been going ....?
Had they been going ....?
Had the girls been going.....?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this tense is formed by inserting **not** between *had* and *been* and then transferring **had** to the beginning of the sentence ; as—

Had I not been going ....?
Had he **not** been going..........?
Had it **not** been going.... .... ?
Had we **not** been going........?
Had the children **not** been going ....?
Had the girls **not** been going..... ....?
Had you **not** been going...?
Had she **not** been going ..?
Had John **not** been going ..?
Had they **not** been going . ?

EXERCISES

Exercise 1. *Supply* **past perfect continuous tense** *of the* **verb** *given in brackets for each blank* :

1. I..................................for two good hours. (*run*)
2. He...........................very hard since January. (*work*)
3. We...............................this sum for an hour. (*solve*)
4. The two neighbours..................since morning. (*quarrel*)

5. **They**..........................down the river for two days. (*sail*)
6. **The** climber.................up the hill since dawn. (*climb*)
7. Prices..................up very high for four months. (*shoot*)
8. She............................for the train for three hours. (*wait*)
9. It.......................................heavily since 1 p.m. (*hail*)
10. The child............for its mother for two hours. (*weep*)
11. The writer..........................a story for a week. (*write*)
12. You.................................for help for an hour. (*shout*)

Exercise 2. *Change each sentence to its* **negative form** :

1. The crow had been cawing since morning.
2. The cock had been crowing since 4 a.m.
3. The enemy had been attacking the fort for a month.
4. The hungry tiger had been prowling in the forest for long.
5. Farmers had been ploughing the fields since dawn.
6. The examination had been going on for a week.
7. The baby had been crying in hunger for an hour.
8. I had been looking for you since you reached here.
9. She had been sobbing in grief since her husband's death.

Exercise 3. *Change each sentence to its* **interrogative form** :

1. The mason had been building the wall since morning.
2. The pedlar had been selling his wares for two hours.
3. The rich had always been helping the poor.
4. The dogs had been barking at the beggar for ten minutes.
5. The kites had been hovering in the sky since morning.
6. The thieves had been breaking into the house for an hour
7. The children had been playing in the park since 4 p.m.
8. Birds had been flying to their nest since dusk.
9. The girls had been singing and dancing in the room for two hours.

Exercise 4. *Change each sentence to its* **negative-interrogative form** :

1. The sheep had been grazing on the hill-side since morning.
2. The hunter had been shooting lions for the last ten years.
3. Early man had been living on jungle-fruits for centuries.
4. Birds had been chirping since day-break.
5. Mahmud Ghaznavi had been invading India for 26 years.
6. The British had been ruling over India for about two hundred years.

REVISIONAL EXERCISES

(Past Tense)

Exercise 1. *Name the* **tense** *of each sentence given below* :

1. Atul was making lame excuses.
2. The headmaster fined the late-comers.
3. Did the sugar ever taste bitter ?
4. The horse had never been unfaithful to its master.
5. Had it not been raining cats and dogs since 1 p.m. ?
6. The rich had never helped the poor gladly.
7. Early man did not know how to make fire.
8. The wolf was planning to devour the lamb.
9. The labourers had been digging the canal since January.

Exercise 2. *Change each sentence to* **Past Continuous Tense** :

1. He helped me with men and money.
2. We had chalked out a plan.
3. She had been weeping for an hour.
4. The boy bolted the class-room from inside.
5. Porus had fought bravely against Alexander.
6. The earth revolved round the sun.
7. He had left for Bombay when I reached.
8. She had been singing melodious songs.
9. The teacher taught a new lesson to his class.

Exercise 3. *Change each sentence to* **Past Indefinite Tense** :

1. I was waiting for you at the bus-stand
2. The old man had died on the road.
3. Were you all doing your home-work then ?
4. The earth had never stopped rotating like a top.
5. I had been reading in this school all along.
6. Our examination had begun on Monday.
7. Had you informed him of your plan ?
8. Ram had not been working hard at all.
9. The birds were chirping only in the morning.

Exercise 4. *Change each sentence to* **Past Perfect Tense** :

1. This school always showed good results.
2. I did not hear what you said.
3. The wall-clock was striking ten.

4. My friend was doing his best to help me.
5. Did the old lady have an attack of fever.
6. Ram knew that she was not telling a lie.
7. We had always been speaking the truth.
8. The children had never been abusing the beggar.
9. The headmaster was himself looking into the matter.

Exercise 5. *Change each sentence to* **Past Perfect Continuous Tense** :

1. You did your best to help me.
2. Did he always speak the truth ?
3. They were waiting for their friends.
4. The farmer's son had dug the field to get the treasure.
5. The bell rang daily at this time.
6. The postman was delivering the mail regularly.
7. Did she smell a rat in the matter ?
8. The birds flew in search of food everyday.
9. The temple bell rang for about an hour.

Exercise 6. *Correct the following sentences* :

1. He reached here just today.
2. My uncle has completed this job only yesterday.
3. They were waiting for us for two hours.
4. I had been helped him all along.
5. The patient died before the doctor came.
6. The students had stood up as soon as the teacher stepped in.
7. The girls has been singing wedding-songs since three hours.
8. The locusts were already eaten up the green field.
9. The British were ruling over India since 1765.

Exercise 7. (*a*) What do you mean by Past Tense ?
(*b*) How many forms has the Past Tense ?
Name them all giving two examples of each.

CHAPTER 16

THE FUTURE TENSE–ITS FORMS

The future tense, like the present and the past tenses, has four forms too.

Observe the following sentences :

1. **I shall help** you in every way.
2. Sita **will be playing** with her doll.
3. The train **will have left** by 4 p.m.
4. It **will have been raining** for two hours by sunset.

Sentence 1 shows an action in the time to come. The *speaker will help the hearer* in future. But the time of his help is not definite. So, this sentence is in **Future Indefinite Tense**.

Sentence 2 shows an action which is to continue in the time to come. *Sita will carry on playing with her doll* in future. So, this sentence is in **Future Continuous Tense**.

Sentence 3 shows an action that is to be perfected in the time to come. *The train will complete or perfect the action of leaving* in future. So, this sentence is in **Future Perfect Tense**.

Sentence 4 shows an action that will be partly completed in future, but will still continue. *It will rain and will still continue to rain till it is sunset* in future. So, this sentence is in **Future Perfect Continuous Tense.**

Thus we have **four forms** of the Future Tense :

1 Future Indefinite Tense.
2. Future Continuous Tense
3. Future Perfect Tense
4. Future Perfect Continuous Tense

Let us study these four forms of the Future Tense in detail.

FUTURE INDEFINITE TENSE

A—AFFIRMATIVE

Observe these sentences :

1. He **will sell** his car.
2. **I shall do** my home-work.

3. **We shall help** our friends.
4. You **will have** your lunch.
5. She **will do** her hair.
6. They **will learn** their lessons.
7. It **will rain** cats and dogs.

All these sentences have verbs that show action in the future **tense**. But no definite time in the future is indicated in regard to **any** action. So, the verbs are in **Future Indefinite Tense**.

This tense is formed as under :

Subject+(**will** or **shall**)+(**First form of the verb**) ; as—

I **shall go**............
She **will go**..........
We **shall go**.........

You **will go**......
It **will go**.........
They **will go**.....

He **will go**............
John **will go**.........
The girls **will go**.....

B—NEGATIVE

Negative form of this tense is formed by inserting **not** between *will* or *shall* and the *First form of the verb* ; as—

I *shall* **not** *go*................
He *will* **not** *go*................
It *will* **not** *go*.................
We *shall* **not** *go*..............
The children *will* **not** *go*.....

You *will* **not** *go*................
She *will* **not** *go*................
John *will* **not** *go*................
They *will* **not** *go*................
The girls *will* **not** *go*...........

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **will** or **shall** to the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Shall I go.....................?
Will he go....................?
Will it go...................?
Shall we go...................?
Will the children go.......?

Will you go....................?
Will she go....................?
Will John go..................?
Will they go...................?
Will the girls go...............?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this tense is formed by inserting **not between** *will* or *shall* and the *verb* and then transferring **will** or

shall to the beginning of the sentence ; as—

Shall I **not** go..............? **Will** you **not** go.................?
Will he **not** go..............? **Will** she **not** go................?
Will it **not** go..............? **Will** John **not** go...............?
Shall we **not** go............? **Will** they **not** go.................?
Will the children **not** go...? **Will** the girls **not** go...........?

EXERCISES

Exercise 1. *Supply* **future indefinite tense** *of the* **verbs** *given in brackets for each blank* :

1. I...will...be...............on duty at six o'clock. (*be*)
2. He.....will.........pass...his class VI next year. (*pass*)
3. You.................................her the whole story. (*tell*)
4. She....................................success one day. (*achieve*)
5. John..............................and open the hall door. (*go*)
6. The flock................................on the hill-side. (*graze*)
7. The teacher..............................the late-comers. (*punish*)
8. We.................................you on some holiday. (*see*)
9. They.............their stars for their lucky escape. (*thank*)
10. She........................ a new blouse for Meera (*buy*)
11. Roses...............................in the rainy season. (*bloom*)
12. The workers......................on a hunger-strike. (*go*)

Exercise 2. *Change each sentence to its* **negative form** :

1. It will be awfully hot tomorrow.
2. The solar eclipse will occur on the new-moon day.
3. She will weep over her bad luck.
4. I shall build a magnificent house.
5. We shall require a large sum of money.
6. You will try your best to be a good neighbour.
7. The hero will wed the heroine in the end.
8. They will overcome all their difficulties one day.
9. The spider will get to its cobweb in the long run.

Exercise 3. *Change each sentence to its* **interrogative form** :

1. I shall leave for Meerut tomorrow.
2. You will get your dues tomorrow.

3. **He** will pay us a visit next week.
4. **They** will take a plane for Bombay at mid-night.
5. The school will remain closed tomorrow.
6. She will fall ill if she overworks herself.
7. We shall like to take tea with you in the afternoon.
8. It will certainly rain at night today.
9. Our test will begin on Monday next.

Exercise 4. *Change each sentence to its* **negative interrogative form** :

1. He will arrive in Delhi on Sunday.
2. They will welcome you warmly at the gate.
3. The children will enjoy swing-rides in the park.
4. The dacoits will commit a dacoity in broad daylight.
5. We will surely earn a good fortune this year.
6. She will contest the beauty competition.
7. I shall go to bed when you reach home.
8. Good students will greet you respectfully.
9. The parents will look after their children.

FUTURE CONTINUOUS TENSE

A—AFFIRMATIVE

Observe the following sentences :

1. He **will be selling** his car very soon.
2. I **shall be doing** my home-work at 4 p.m.
3. We **shall be helping** our friends in every way.
4. You **will be having** your lunch at noon.
5. She **will be doing** her hair at that time.
6. They **will be learning** their lessons by heart.
7. It **will be raining** cats and dogs at night.

All these sentences have verbs that show actions in the future tense. Each action is to continue in the time to come. So, the verbs are in **Future Continuous Tense**. This tense is formed as under :

Subject + (shall be or **will be) + (First Form of the Verb + ing)** : **as**

I shall be going.................. You **will be going**..................
He will be going.................. She **will be going**..................

It **will be going**.................	John **will be going**..............
We **shall be going**...............	They **will be going**..............
The children **will be going**.....	The girls **will be going**..........

B—NEGATIVE

Negative form of this tense is formed by inserting **not** between *will* or *shall* and *be* ; as—

I *shall* **not be** going...........	You *will* **not be** going...........
He *will* **not** *be* going..........	She *will* **not** *be* going...........
It *will* **not** *be* going	John *will* **not** *be* going..........
We *shall* **not** *be* going	They *will* **not** *be* going . ...
The children *will* **not** *be* going.	The girls *will* **not** *be* going......

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **will** or **shall** to the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Shall I be going.................?	**Will** you be going.............?
Will he be going..............?	**Will** she be going..............?
Will it be going................?	**Will** John be going............?
Shall we be going.............?	**Will** they be going ....?
Will the children be going...?	**Will** the girls be going.........?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this tense is formed by inserting **not** between *will* or *shall* and *be* and then transferring **will** or **shall** to the beginning of the sentence ; as—

Shall I **not** be going............?	**Will** you **not** be going........?
Will he **not** be going...........?	**Will** she **not** be going.........?
Will it **not** be going...........?	**Will** John **not** be going......?
Shall we **not** be going.........?	**Will** they **not** be going.......?
Will the children **not** be going?	**Will** the girls **not** be going...?

EXERCISES

Exercise 1. *Supply* **future continuous tense** *of the* **verb** *given in brackets for each blank* :

1. Mr. Pitt........................Mr. Tom tomorrow. (*see*)
2. He..................................his test next week. (*take*)

3. She ....to the birthday-party. (*come*)
4. The tailor..................................my shirt. (*stitch*)
5. Gulliver..............many hardships in Lilliput. (*suffer*)
6. She...............proud of her grace and charms. (*feel*)
7. We............to Mr. Bob about your new house. (*write*)
8. Surjit.............................. grass at that time. (*cut*)
9. Anil.....................a cigarette in the room. (*smoke*)
10. They......................us to solve this problem. (*help*)
11. It..............................when I reach Agra. (*rain*)
12. I...........................my English lesson then. (*attend*)

Exercise 2. *Change each sentence to its* **negative form** :

1. The pupils will be looking at the black-board.
2. The farmer will be reaping the ripe harvest.
3. Mr. Robert will be selling his bungalow.
4. We shall be speaking to him about it.
5. Good students will be working hard at their lessons.
6. The judge will be announcing his judgement tomorrow.
7. I shall be staying with his uncle at Lucknow.
8. I shall be returning in a few days only.
9. Tree-leaves will be falling off in Autumn.

Exercise 3. *Change each sentence to its* **interrogative form** :

1. She will be writing to her husband later on.
2. You will be having a new car very soon.
3. They will be inviting us all to tea tomorrow.
4. It will be drizzling when we come back.
5. I shall be having coffee after lunch as usual.
6. We shall be going to the movie to-night.
7. The children will be playing hide-and-seek in the park.
8. Our false friends will be leaving us in lurch.
9. He will be wedding a tall slim graceful bride.

Exercise 4 *Change each sentence to its* **negative-interrogative form** :

1. I shall be doing my home-work at this time tomorrow.
2. She will be switching off the light just now.
3. The robbers will be looting the travellers on the way.
4. Our team will be playing a match the day after tomorrow.
5. We shall be helping you all along with money.

6. He will be reading the Geeta early in morning
7. It will be snowing heavily in mid-winter.
8. They will be going to the country-fair on Sunday.
9. You will be ruining yourself if you learn bad habits.

FUTURE PERFECT TENSE

A—AFFIRMATIVE

Observe these sentences :

1. He **will have sold** his car.
2. I **shall have done** my home-work.
3. We **shall have helped** our friends.
4. You **will have had** your luuch.
5. She **will have done** her hair.
6. They **will have learnt** their lesson.
7. It **will have rained** cats and dogs.

All these sentences have verbs that show actions in the future tense. Each verb indicates an action that is to be completed or perfected in the time to come. So, these verbs are in **Future Perfect Tense** This tense is formed as under :

Subject + **(will have** or **shall have)** + **(Third Form of the Verb)**; as—

I **shall have gone** ....
He **will have gone**..................
It **will have gone** .. ..
We **shall have gone**...............
The children **will have gone**....

You **will have gone**............
She **will have gone**.............
John **will have gone**...........
They **will have gone**.... ....
The girls **will have gone** .....

B—NEGATIVE

Negative form of this tense is formed by inserting **not** between *shall* or *will* and *have* ; as—

I *shall* **not** *have* gone..............
He *will* **not** *have* gone............
It *will* **not** *have* gone......... .....
We *shall* **not** *have* gone..........
The children *will* **not** *have* gone.

You *will* **not** *have* gone.......
She *will* **not** *have* gone........
John *will* **not** *have* gone.......
They *will* **not** *have* gone......
The girls *will* **not** *have* gone..

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **will** or **shall** to the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Shall I have gone................?
Will he have gone................?
Will it have gone................?
Shall we have gone............?
Will the children have gone ?

Will you have gone.........?
Will she have gone..........?
Will John have gone.........?
Will they have gone.........?
Will the girls have gone ...?

D—NEGATIVE-INTERROGATIVE

Negative-interrogative form of this tense is formed by placing not between *shall* or *will* and *have* and then transferring **shall** or **will** to the beginning of the sentence ; as—

Shall I **not** have gone.........?
Will he **not** have gone.........?
Will it **not** have gone..........?
Shall we **not** have gone.......?
Will the children **not** have gone ?

Will you **not** have gone......?
Will she **not** have gone......?
Will John **not** have gone.....?
Will they **not** have gone.....?
Will the girls **not** have gone?

EXERCISES

Exercise 1. *Supply for each blank the* **future perfect tense** *of the verb given in brackets* :

1. Our maid .... all the cups. (*break*)
2. I .... my examination next year. (*pass*)
3. I .... this work by dinner time. (*finish*)
4. It .... heavily when we reach Agra. (*rain*)
5. He ....in a few days only. (*return*)
6. We........................... all the cakes by evening. (*eat*)
7. The early man................ how to make fire. (*learn*)
8. She............... to speak English by year-end. (*learn*)
9. The meeting............................up by 3 p.m. (*break*)
10. The horse-race..............................by sunrise. (*start*)
11. The sun.....................when we reach home. (*set*)
12. The hen.....................a golden egg by dawn. (*lay*)

Exercise 2. *Change each sentence to its* **negative form** :

1. I shall have read this novel by month-end.
2. She will have sold all her furniture by tomorrow.
3. The cattle will have reached the pasture by sunrise.
4. She will have cooked food for the family by dusk.
5. It will have ceased raining by nightfall.
6. We shall have slept soundly before you reach.
7. The day will have dawned when we get up.
8. The show will have finished by 6-30 p m.
9. Maisie will have married Robert by year end.

Exercise 3. *Change each sentence to its* **interrogative form** :

1. Their leader will have died by June 1980.
2. It will have started drizzling by 10 a m.
3. He will have kept his pledge.
4. The shoeshine will have polished my shoes.
5. Bess will have grown tallar before I return.
6. She will have won the beauty contest by December.
7. The robbers will have strangled the traveller to death.
8. My words will have disappointed you a lot.
9. Each child will have bought a new pull-over by the end of this week.

Exercise 4. *Change each sentence to its* **negative-interrogative form** :

1. The general will have ordered the army to march on.
2. The swallows will have flown to warmer lands by October.
3. She will have flown back to India by 15th instant.
4. They will have left this place very soon.
5. We will have lived in Agra for three years by the end of the next month.
6. I shall have completed this job by 1981.
7. You will have had tea before we reach here.
8. It will have become cloudy by sunset.
9. The boy will have swum across the river by 12 a.m.

FUTURE PERFECT CONTINUOUS TENSE

A—AFFIRMATIVE

Observe these sentences :

1. He **will have been helping** his friends since long.
2. We **shall have been doing** our duty for 8 hours.

3. **You will have been doing** your hair for ten minutes.
4. **They will have been learning** their lesson at that time.
5. **It will have been raining** for two days by then.
6. **I shall have been doing** my home-work since 4 p m.

All these sentences have verbs that show actions in the time to come. Each action is *complete to a certain degree* yet it *is to continue* in the time to come. So, the verbs are in **Future Perfect Continuous Tense**. This tense is formed as under :

Subject+(**will** or **shall**)+**have been**+(**First Form of the Verb** + **ing**) ; as—

I **shall have been going**.........................
We **shall have been going**.........................
He **will have been going**.........................
You **will have been going**.........................
She **will have been going**.........................
They **will have been going**.........................
It **will have been going**.........................
John **will have been going**.........................
The children **will have been going**...........
The girls **will have been going**....................

B—NEGATIVE

Negative form of this tense is formed by inserting **not** after **will** or **shall** ; as—

I shall **not** have been going.....................
We shall **not** have been going.................
He will **not** have been going.....................
You will **not** have been going.................
She will **not** have been going.................
They will **not** have been going.................
It will **not** have been going.....................
John will **not** have been going.................
The children will **not** have been going.......
The girls will **not** have been going ....

C—INTERROGATIVE

Interrogative form of this tense is formed by transferring **will** or **shall** to the beginning of the sentence, *i.e.*, by placing it before the subject ; as—

Shall I have been going.......................?
Shall we have been going.....................?
Will he have been going........................?
Will you have been going.....................?
Will she have been going.....................?
Will they have been going....................?
Will it have been going.........................?
Will John have been going...................?
Will the children have been going...........?
Will the girls have been going..................?

D—NEGATIVE-INTERROGATIVE

Negative-Interrogative form of this tense is formed by inserting **not** after *will* or *shall* and then transferring **will** or **shall** to the beginning of the sentence ; as—

Shall I **not** have been going..................?
Shall we **not** have been going ....?
Will he **not** have been going...................?
Will you **not** have been going.................?
Will she **not** have been going .... ?
Will they **not** have been going.................?
Will it **not** have been going.....................?
Will John **not** have been going ....?
Will the children **not** have been going ......?
Will the girls **not** have been going...........?

EXERCISES

Exercise 1. *Supply* **future perfect continuous** *tense of the* **verbs** *in brackets for each blank* :

1. We.....................in Agra for five years by April. (*live*)
2. You.. . ..your home-work for an hour by 5 p.m. (*do*)
3. It..................................for three hours by sunset. (*rain*)
4. They..................for two hours when you return. (*play*)

5. She............................for us here since morning. (*wait*)
6. He.............................for an hour when you reach. (*study*)
7. I.......................exercise for half an hour by then. (*take*)
8. The baby..........................for ten minutes when the mother comes. (*weep*)
9. The bell...........................for five minutes when we reach school. (*ring*)

Exercise 2. *Change each sentence to its* **negative form** :

1. I shall have been playing hockey after I have done my home-work.
2. She will have been singing for an hour before we reach there.
3. The teacher will have been teaching for half an hour by 10 a.m.
4. They will have been taking a test for a week by 15th April.
5. He will have been reading in this school for two years when we reach there.
6. India will have been progressing for 36 years by 15th August 1983.

Exercise 3. *Change each sentence to its* **interrogative form** :

1. The earth will have been moving round the sun since the universe took shape.
2. We shall have been getting ready for half an hour when your brother arrives.
3. I shall have been writing letters at this time tomorrow.
4. You will have been helping me with money for two years by next month.
5. They will have been taking their afternoon-tea when you call on them.
6. The baby will have been crying in hunger for 15 minutes when the mother comes to suckle it.

Exercise 4. *Change each sentence to its* **negative-interrogative form :**

1. The robbers will have been firing at the police for two hours by dawn.
2. The shepherd will have been tending his flock by the hill-side since morning.
3. Birds will have been flying to their nests since sunset.
4. The burglars will have been breaking into the house since mid-night when the watchman challenges them.
5. The ducks will have been swimming in the tank for an hour when we go boating.
6. We shall have been enjoying a swing-ride in the park when our friends arrive.

REVISIONAL EXERCISES

(Future Tense)

Exercise 1. *Name the* **tense** *of each sentence given below :*

1. Good children will greet their elders respectfully.
2. She will have been reading in this school for two hours.
3. We shall have finished this book before you begin it.
4. He will lose face if he goes back on his word.
5. We shall be fighting for every inch of land.
6. She will have left for Bombay by tomorrow evening.
7. You shall get ready before your father comes.
8. I shall return your book after I have read it.
9. He will have reached school when you start from home.
10. The match will have started when the umpire arrives.
11. He will be learning his lesson when you go there.
12. The boy will have gone upstairs when you reach there.

Exercise 2. *Change each sentence to* **Future Continuous Tense :**

1. I shall see you off at the bus-stand.
2. She will do as you command her.
3. We shall have left for Bombay by tomorrow.
4. The school shall close before you reach there.
5. They will have completed this job in a week or so.

6. You will not disobey your parents in life.
7. The bus for Delhi will have started at 3 p.m.
8. Will you have been fulfilling all your promises ?
9. Will the hen not have laid an egg by day-break ?

Exercise 3. *Change each sentence to* **future indefinite tense** :

1. She will be singing us a song there.
2. I shall be seeing you in your office tomorrow.
3. The train will be leaving just on time.
4. He will have reached home before sunset.
5. I shall be taking exercise at 5 p.m.
6. We shall be playing a match against your school.
7. The sun will have set when the match ends.
8. They shall have been serving us whole-heartedly.
9. We shall be watching a film on the television on Sunday.

Exercise 5. *Change each sentence to* **future perfect tense** :

1. I shall have finished my home-work before you come.
2. We shall have taken our daily exercise for an hour.
3. She will have met her mother for an hour when her husband comes.
4. Kukoo will have washed up before the meal is ready.
5. Will Miss Akho have prepared the food for us all ?
7. Will the play have not begun since 9 a.m. ?

Exercise 5. *Change each sentence to* **future perfect tense** :

1. We shall have been playing for three hours when he comes.
2. Will Ashok not have been living in Bombay for two years by month-end ?
3. You will have been learning English for a year by December 1980.
4. Shall we have been making preparation for the marriage for two months ?
5. She will have been suffering from fever for two weeks.
6. He will have been fasting for six weeks when the doctor comes.

REVISIONAL EXERCISES

(All Tenses)

Exercise 1. *Rewrite the following using* **correct tense** *of the verbs given in brackets* :

1. My brother (*come*) home just now ?
2. Yesterday my brother (*not come*) till 10 p.m. ?
3. I (*leave*) my house before you came to see me.
4. This teacher (*teach*) in this school since 1975.
5. He (*live*) in Meerut before coming here.
6. Mohan (*come*) to school by bus everyday.
7. Her husband (*not reach*) home yet.
8. You (*meet*) my younger brother yesterday.
9. The train (*leave*) ten minutes before I reached the station.
10. We soon (*find*) that we (*lose*) our way.
11. He generally (*behave*) politely but today he (*behave*) rudely with you.
12. The bus (*stand*) at the corner now. It (*wait*) for us there since noon.

Exercise 2. *Correct the following sentences. Each sentence has an incorrect tense used in it* :

1. I am waiting for you since 3 o'clock.
2. The beggar has died yesterday.
3. Edison has invented the gramophone.
4. I did not meet him yet.
5. I ate my breakfast before you came.
6. She has passed class X in 1970.
7. Kalidas has written a number of plays.
8. I always spoke the truth.
9. We left the house before the roof fell.
10. Had you called on me yesterday ?
11. He was so rude that no one likes him.
12. I am here for the last four days.
13. She is ill for two weeks.
14. I shall be here for five years by next winter.
15. I am reading the Bible every morning.

Exercise 3. *Change each sentence to its* **negative form** :

1. My brother is at home in Mathematics.
2. His sister has been ill for a fortnight.
3. You have spoken a hard truth.
4. The boys were laughing at the poor beggar.
5. The gardener had watered the plants by dawn.
6. It snows heavily on the mountains.
7. She cut a sorry figure in the examination.
8. We wear hats on the head and shoes on the feet.
9. He met some one in the bazaar.
10. The king decided to marry the beggar woman.
11. Truth triumphs in the long run.
12. The widow has spoiled her son.

Exercise 4. *Change each sentence to its* **affirmative form** :

1. Savita is not playing on the harmonium.
2. We do not like green vegetables.
3. The boy did not work hard before the test.
4. I do not know your uncle, Mohan.
5. Have you bought a new bike today ?
6. Did she fall ill because of over-work ?
7. Kamla does not sing sweet.
8. Has the bell not gone just now ?
9. Has she been suffering from malaria for a week ?
10. Shall we have completed this job by dusk ?
11. Lions and tigers do not eat grass.
12. Did it rain cats and dogs the day before yesterday ?

Exercise 5. *Change each sentence to its* **interrogative form** :

1. My father knows all about this matter.
2. Your letter did not reach me on 15th June.
3. Our jawans will fight for every inch of land.
4. Mr. Gupta lives just next door to me.
5. The last train has arrived at our station.
6. Mahesh does not know how to swim.
7. We had enough leisure to take rest.
8. Honesty pays in the long run.

9. He told me that he was improving day by day.
10. He will not come to this village again.
11. The gardener has been watering the plants since morning.
12 The hot wind will have ceased blowing by sunset.

Exercise 6. *Change each sentence to* **negative-interrogative form** :

1. A lie has no legs to stand upon.
2. All honour comes to those who try.
3. Children are after all children.
4. Women and watches often disagree.
5. The bar will have closed before we reach there.
6. Schools and colleges are temples of education.

Exercise 7. *Change each sentence to the* **tense** *indicated in brackets* :

1. I prefer English to French. (*Future Indefinite*)
2. We shall finish this work in an hour. (*Future Continuous*)
3. I did not take the test. (*Present Perfect*)
4. We have been sun-bathing since 10 a.m. (*Past Perfect Continuous*)
5. I differ with you on this matter. (*Past Perfect*)
6. Sita will be doing her hair before a mirror. (*Future Indefinite*)

UNIT II

CHAPTER 17

THE INFINITIVE AND THE IMPERATIVE

We read about the verb in detail the previous year. The verb is a word of action. No sentence can be without a verb. Thus, the verb is the very *soul* of a sentence.

Now, every action is expressed in a certain manner or mode by the verb. Different actions are expressed in different modes. Each mode is called the **mood** of the verb.

Here in this chapter we shall study the *infinitive mood* and the *imperative mood.*

THE INFINITIVE MOOD

Observe the following sentences :

1. **To err** is human.
2. I like **to play** carom.
3. This house is **to let**.
4. It is time **to go**.
5. I wish **to see** her.
6. The hound ran fast **to catch** the hare.
7. The match is about **to start**.

All the words in bold type are verbs. Each of them is preceded by '**to**'. These verbs are not bound by limits of **person** or **number** etc. So, they are said to be in the **infinitive mood**. They are called *infinitives* also.

A verb is said to be in the infinitive mood if it is not bound by limits of person or number of any noun.

USE OF THE INFINITIVE

An *infinitive* can be used as—

(*a*) **Subject to a Verb** :

1. To *err* is human.
2. To *tell* lies is a sin.

(*b*) **Object to a Verb** :

1. I tried *to solve* the sum.
2. I promise *to help* you.

(*c*) **Object to Preposition** :

1. The match was about *to start.*
2. The procession is about *to enter* the capital.

(*d*) **Complement of a Verb** :

1. My hobby is *to collect* old coins.
2. This house is *to let.*

EXERCISES

Exercise 1. *Underline* **infinitives** *in the following sentences* :

1. David always tries to find fault with others.
2. To speak the truth is a virtue.
3. It is a crime to cheat others.
4. He appears to be rude.
5. To forgive is divine.
6. It is time to take tea.
7. The ship is about to sail.
8. Fetch me water to drink.
9. I am very glad to see you.
10. Bob ran fast to catch the bus.
11. We went to see a show.
12. This water is not fit to drink.
13. The general ordered the army to advance.
14. She did nothing to help her husband.
15. I wept to hear her tale of woe.

Exercise 2. *Fill up each blank with a suitable* **infinitive** :

1. Our teacher advised us..................................the truth.
2. My mother forbade me..................................lies.
3. I promise..................................you in every way.
4. The old farmer was about..................................
5. It is a sin..................................God's laws.
6. I do not fear..................................there.
7. We hope..................................in our efforts.
8. It is time..................................to bed.

9. I went to the market.................................... new book.
10. ....is a great virtue.
11. Teach me how..such sums.
12. .... is a very good habit.

Exercise 3. *Complete the following sentences* :

1. There is much money for me..............................
2. The old man was too old..................................
3. The shirt is too tight to ....
4. Sarita worked hard..
5. It is time...
6. I tried my best..
7. It is kind of you..
8. To get up late is a..
9. To err is human ; to..

THE IMPERATIVE MOOD

Observe the following sentences :

1. **Get** out of the room at once.
2. **Have** pity on me, sir.
3. Always **be** in time.
4. **Let** me tackle this sum.

All the words in bold type are verbs. They express actions that are very urgent and obligatory, *i.e.*, very necessary for the person who is spoken to. Such verbs are said to be in the **imperative mood.** They are called *imperatives* also.

USE OF IMPERATIVE

An *imperative* can be used to express—

(*a*) **a command** :

1. Get out of the room at once.
2. Do it right now.

(*b*) **an advice** :

1. Take care of your health.
2. Always be in time.

(*c*) **a request** :

1. Have pity on me, sir.
2. Forgive me, my lord.

(*d*) **a proposal** :

1. Let me tackle this sum.
2. Let us go for a walk.

The **negative form** of an imperative is formed by inserting, **Do not** or **Never** in the beginning of the sentence ; as—

1. **Do not** disturb me.
2. **Do not** insult your elders.
3. **Never** be cruel to animals.
4. **Never** be late for school.

Note. Imperative sentences are always addressed to the person standing before the speaker, *i e*., the second **person—you**.

EXERCISES

Exercise 1. *Say whether each sentence expresses a* **command**, *an* **advice**, *a* **request** *or a* **proposal** :

1. Send me five rupees, please. ....
2. Be regular in studies. ....
3. Let me help you in this work. ....
4. Be off my eyes. ....
5. Do not tease the poor child. ....
6. Never be rude to your teachers. ....
7. Do good and forget it. ....
8. Do what I bid you. ....
9. Let us go for a river-bath. ....
10. Stand upon the bench, Mohan. ....
11. Let me tackle this sum. ....

Exercise 2. (*a*) *Write five imperative sentences that express* **commands.**

(*b*) *Write five imperative sentences that express* **requests.**

(*c*) *Write five imperative sentences that express* **advice.**

(*d*) *Write five imperative sentences that express* **proposals.**

Exercise 3. (*a*) What do you mean by mood ?

(*b*) What do you understand by Infinitive Mood ?

(*c*) What are imperative sentences ?

(*d*) What four things do imperative sentences generally express ?

(*e*) In what four ways can the infinitive be used ?

Exercise 4. *Fill up each blank so as to make each sentence an* **imperative sentence** :

1. ....me to lift this heavy box.
2. ....us our sins, O God.
3. Never.....................................your parents.
4. ....take what is not yours.
5. .... making noise at once.
6. ....the truth or I shall beat you.
7. ....your coat according to you cloth.
8. ....before your leap and............before you speak.
9. ....the voice of your conscience.

Exercise 5. (*a*) Write five sentences wherein the infinitive mood has been used.

(*b*) Write four sentences wherein the imperative mood has been used.

CHAPTER 18

THE PARTICIPLE AND THE GERUND

We have read about *parts of speech.* They are eight in number. About four of them—*Nouns*, *Pronouns*, *Adjectives* and *Verbs*—we have read in detail. About the remaining four—*Adverbs*, *Prepositions*, *Conjunctions* and *Interjections*—we will read in detail in the following chapters.

One of these parts of speech—**the verb**—sometimes shows a peculiar behaviour. It does so when it is used as a **participle** or **a gerund**. Let us try to understand them.

THE PARTICIPLE

Observe the following sentences :

1. The farmer was on his **dying** bed.
2. The **faded** flowers were thrown away.
3. You are playing a **losing** game.
4. Buddha took pity on the **wounded** swan.
5. The police have recovered the **stolen** money.
6. **Barking** dogs seldom bite.

All the words in bold type are apparently verbs. **Dying, losing, barking** have been formed by adding **ing** to the first forms of the verbs while **faded, wounded, stolen** are the third forms of verbs.

But none of these six verb-words acts as a pure verb in its sentence. All of them behave as **adjectives** and are followed by nouns. So, these words are called **Verbal Adjectives or Participles.**

A participle is a word that is partly a verb and partly an adjective.

A verb+ing participle is called the **Present Participle.**

A third form participle is called the **Past Participle.**

EXERCISES

Exercise 1. *Pick out the* **participle** *in each sentence* :

1. A rolling stone gathers no moss.
2. They went away laughing.

3. The failed student began to weep.
4. The withered flowers were thrown away.
5. May God grant peace to the departed soul.
6. All living creatures breathe in air.
7. The mother caressed the weeping child.
8. A burnt child dreads the fire.
9. Atul is a promising lad.
10. The master found the servant sleeping.
11. The loaded gun went off itself.
12. The car dashed along the winding road.
13. The minister read the written report.
14. It is difficult to see in the dazzling light.
15. The lumbermen cut the fallen tree into logs.

Exercise 2. *Each sentence has a participle printed in italics. Say whether it is the* **present participle** *or the* **past participle** :

1. I saw him *stealing* a ring.
2. Steam was coming out of the *boiling water.*
3. His *broken* leg was cut off.
4. These were the last words of the *dying* man.
5. The *stolen* ornaments are with the thief.
6. The *tiring* journey has broken my limbs.
7. The teacher found the pupil *dozing*.
8. A farewell party was given to the *outgoing* class.
9. It is bad to kiss a *sleeping* child.

Exercise 3. (*a*) What is a participle ? Name its two chief kinds.
(*b*) In what form does the present participle occur ?
(*c*) In what form does the past participle occur ?
(*d*) Is it correct to say that a participle is a word with double character ?

THE GERUND

Observe the following sentences :

1. **Walking** is good for health.
2. It is a wise **saying**.
3. **Sleeping** is necessary for health.

4. **Drinking** has ruined his health.
5. **Driving** a car is a clever job.

All the words in bold type are **ing-verbs** to look at. They have the force of verbs but they behave as **nouns**. So, they are called **Verbal Nouns** or **Gerunds**.

A gerund is a word that is partly a verb and partly a noun.

USE OF THE GERUND

A gerund can be used as—

(*a*) **Subject to a Verb** :
1. *Swimming* is a good exercise.
2. *Gardening* is a good hobby.

(*b*) **Object to a Verb** :
1. Stop *talking* at once.
2. He is not good at *reading* or *writing*.

(*c*) **Object to a Preposition** :
1. I am tired of *hearing* such words.
2. Children are very fond of *playing*.

(*d*) **Complement of a Verb** :
1. Seeing is *believing*.
2. What he needs is a *beating*.

(*e*) **Prohibitions** :
1. No *Smoking*.
2. No *Parking* Here.

(*f*) **An activity after the verb**—*go* :
1. We will go *hunting* tomorrow.
2. They went *shopping* yesterday.
3. You must carry your towel when you go *bathing*.
4. Sunil will go *riding* this afternoon.

MORE ABOUT GERUNDS

(*a*) The *gerund* and the *infinitives*—both can be used as **subjects** and **objects to verbs** without much difference in meaning :

1. *To give* is *to get*. (*Infinitive*)
Giving is *getting*. (*Gerund*)

2. *To see* is *to believe*. (*Infinitive*)
   Seeing is *believing*. (*Gerund*)
3. *To do* is *to learn*. (*Infinitive*)
   Doing is *learning*. (*Gerund*)

These sentences have double infinitives and double gerunds. Note them carefully.

(*b*) The verbs—*avoid, dislike, enjoy, hate, intend, stop*, etc. take gerunds after them.

1. I avoid *talking* to him. He is very rude.
2. I dislike *cheating* altogether.
3. We enjoy *playing* games.
4. She hates you *coming* here.
5. He intends *going* their alone.
6. Stop *writing* at once.

(*c*) Gerunds are used after the phrases—*is no use* and *is not worth* :

1. It is no use *going* there now.

EXERCISES

Exercise 1. *Underline the* **gerund** *in each sentence* :

1. Drinking has ruined his health.
2. She likes running a race daily.
3. Swimming is very good for health.
4. I love reading novels.
5. Borrowing is begging.
6. Hunting is a good sport.
7. Playing of cards is a bad habit.
8. You must avoid mixing with bad boys.
9. We enjoyed riding very much yesterday.
10. It is no use crying over spilt milk.
11. It is no good learning by rote.
12. He deserves a sound beating.
13. This pen is not worth buying at all.
14. He was accused of deserting his wife.
15. No Spitting, Please.

Exercise 2. *Here are some sentences with infinitives used as nouns. Change each infinitive into a* **gerund** :

1. To gamble is a crime as well as a sin.
2. To drink is a vice.
3. To pluck flowers is to spoil the garden.
4. Teach me how to read.
5. To tell lies is to do a sin.
6. To laugh is to grow healthy.
7. To work is to worship.
8. To take pains means to reap gains.
9. To speak the truth is to love God.

Exercise 3. *Fill up each blank with a suitable* **gerund** :

1. He is expert in...
2. ....flowers is strictly prohibited.
3. No..Here.
4. ....between the meals is a bad habit.
5. Lend me some money. I am to go..............................
6. He left the hotel without...................................his bill.
7. ....a language is easier than writing it.
8. He succeeded in..............................a high first division.
9. We prevented him from..........................into deep water.

Exercise 4. (*a*) What is a gerund ? How is it different from a participle ? Explain giving two examples of each.

(*b*) Can a gerund be used in place of an infinitive ? If yes, explain through examples.

Exercise 5. *Each of the following sentences has a* **participle** *and a* **gerund**. *Pick out both* :

1. I practise swimming in a swimming pool daily.
2. Eating between eating hours leads to ill-health.
3. Begging must be done with a begging bowl.
4. Only drinking water should be used for drinking.
5. Sleeping with the help of sleeping pills is harmful.
6. Working of the Working Committee is not satisfactory at all.

CHAPTER 19

AUXILIARY AND DEFECTIVE VERBS

AUXILIARY VERBS

While studying the kinds of verbs, the previous year, we read about auxiliary verbs. We know that—

an auxiliary verb is one that helps the main verb of a sentence to form its tense, mood or voice etc.

Common auxiliary verbs are—

be, have, do, can, may, must, shall, will, ought, dare, need, used.

Out of these, *shall, will, may, can, must, ought, dare, need* are called **defective verbs** because they cannot be used in all the moods and tenses etc. Let us learn the use of these auxiliary and defective verbs.

BE

The verb—**be**—has three forms in its present tense. They are—**am, is, are.** In the past tense, it has two forms—**was, were.** Its third form is—**been.**

Be is used as an auxiliary verb in the following ways :

1. **In various tenses** which you have studied in earlier chapters.
2. **To express a previous plan** (with the infinitive) :
    1. I *am to go* to Agra.
    2. She *is to marry* Tom next month.
    3. Mohan *was to help* me with money.
    4. Mr. Sharma *was to make* a speech.
3. **To express a** *feeling, age, size, weight, distance, price, weather, time, date* **etc.**
    1. I *am* happy. She *will be* cross.
    2. She *is* just seventeen. She *is* tall and slim.
    3. It *is* two kilometers to our school.
    4. It *is* costly to live in a town.

5. It *is* cold and windy today.
6. What time *is* it ? It *is* 10-30 a m.
7. What date *is* it today ? It *is* 8th July.

HAVE

Have has two forms in the present tense. They are **have, has.** Its second form is **had** and the third is **had** too.

Have is used as an auxiliary verb in the following ways :

1. **In various tenses** which you have **learnt** in earlier chapters.
2. **To express an obligation** (with the infinitive) :
    1. I *have to go to* Meerut daily.
    2. She *has to cook* for the entire family.
    3. He *had to buy* new shoes last week.
    4. You *will have to do* this job right now.
3. **To get a job done** :
    1. She *had* her car cleaned.
    2. I *have* my hair cut once a month.
4. **In connection with foods, drinks, parties, tests, fun etc** :
    1. They are *having a birthday-party* to-night.
    2. We *have lunch* at noon.
    3. I *have milk and eggs* for breakfast.
    4. We *had a test* in English yesterday.
    5. She is *having a jolly good time* here.

DO

Do has its forms as **do, did, done**. It is used in the following ways :

1. **In the negative and interrogative forms of some tenses** which we have studied earlier.
2. **In additions** :
    1. He likes coffee and *so do I.*
    2. She dislikes tea, *but I don't.*
    3. He does not like **wine** *nor does she.*
    4. They do not **have a morning walk** *but we do.*

3. **In question-tags and short answers** :
    1. He lives here ; *doesn't he* ? Yes, he does.
    2. Do you smoke ? Yes, I do.
    3. Does she love you ? No, she doesn't.
4. **To lay stress on some action** :
    1. I *do go* there to see her daily.
    2. He *did beat* your son.
    3. *Do help* me, please.
    4. *Do work* a little harder.

MAY

May has its past form as **might**. It has no third form and that is why it is a *defective verb*.

May can be used in the following ways :

1. **To express permission** :
    1. *May* I take your pen ?
    2. *Might* I use your phone ? (It is more polite)
2. **To express possibility** :
    1. She *may come* today. (the present tense)
    2. He *might* have missed the train. (the past tense)
3. **To express a wish** :
    1. *May* you live long !
    2. *May* God bless you with a son !

CAN

Can has its past form as **could**. It has no third form and that is why it is a *defective* verb.

Can is used in the following ways :

1. **To express ability** :
    1. I *can* solve this sum.
    2. *Can* you lift this load ?
    3. She *could* not speak well at the function.
2. **'Could' is now used to make a request in place of 'would'** :
    1. *Could* you help me with money ?
    2. *Could* you hold this pigeon till I return ?

4. **To express a condition :**

   1. *Should* you go out in the rain, you would be wet.
   2. *Should* I be late, you would wait for me.

5. **After** *lest* :

   1. Work hard lest you *should* fail.
   2. He walked fast lest he *should* be late.

WILL, WOULD

Will has **would** as its past tense. They are used as follows :

1. **With the first person to show determination** :

   1. I *will* help you in trouble.
   2. We *will* not beg.

2. **Used with you in the interrogative asking for a favour** :

   1. *Will* you lend me five rupees ?
   2. *Will* you open the door, please ?

3. **Would is used to express a wish** :

   1. *Would* that I were a king !
   2. *Would* you have a cup of tea ?

4. **To express a habit** :

   1. He *would* sit idle all day.
   2. As a child, Manu *would* play for hours.

5. **To express a habit** :

   1. *Would* you lend me your bike ?
   2. *Would* you get me a glass of water.

6. **To express determination** :

   1. She *would* always have her own way.
   2. I *would* marry her at all costs.

7. **To express a condition** :

   1. Had he worked, he *would* have passed.
   2. Should you allow me, I *would* go to see a movie.

EXERCISES

Exercise 1. *Fill in each blank with* **shall** *or* **will** :

1. I..win a scholarship.
2. Mohan...not deceive me.
3. ....I come to your help ?
4. I...be drowned in the river.
5. Nobody.......................................save me at all.
6. You..not bully him.
7. They..have to vacate this room ?
8. ....you get me a cup of coffee ?
9. You...not be that rude, my son.

Exercise 2. *Fill in each blank with* **should** *or* **would** :

1. We....................................not accept this man as our king.
2. You.....................................not live beyond your income.
3. Siddhartha..........................sit for hours and think hard.
4. ....I go to the market, I would bring you a toy.
5. ....you lend me your pen for some time ?
6. Had I been rich, I...............................have helped you.
7. Should you be late, I.................................wait for you.
8. Walk fast lest we.....................................miss the train.
9. ....that I were a millionaire !

Exercise 3. *Fill up each blank with* **can** *or* **could** *or* **may** *or* **might** :

1. It...rain to-night.
2. She...come home by 3 p.m.
3. Who...lift this heavy load ?
4. I ran fast so that I...not be late ?
5. ....I use your phone, sir ?
6. The news... be false.
7. ....our P.M. live long !
8. I would help you, if I...
9. He...have finished his homework.

Exercise 4 *Fill up each blank with* **must** *or* **should** *or* **ought to** :

1. We..win the match.
2. You...help your friends.

3. We.................................love our motherland.
4. They....................cut their coat according to the cloth.
5. ....you be late, I would wait for you.
6. She.................................... love her husband dearly.
7. Everybody...................................take exercise daily.
8. You.............................. not to tease the child like that.
9. He lifted this heavy stone easily. He.........be very strong.

Exercise 5. *Fill up each blank with* **need** *or* **dare** *or* **used to** :

1. She..not worry at all.
2. How..you be so rude ?
3. I..wrestle in my youth.
4. ....you touch him in my presence ?
5. ....you go to him today ?
6. ....he to bully you everyday ?
7. I...................................... say, this money will not do.
8. How..he misbehave her ?
9. I.................................not to pray daily in the morning.

Exercise 6. *Fill up each blank with* **have** *or* **do** :

1. I.......................................to go to the market daily.
2. She..................................to decide and answer right now.
3. She likes coffee and so..he.
4. I don't like apples and nor......................................she.
5. We...........................our house white-washed yesterday.
6. Ram......................................not take exercise but I do.
7. Do you gamble ? No, I..
8. Does he love you ? Yes, he ....
9. You play football ; ....you ?

Exercise 7. *Fill up each blank with a suitable form of* **be** :

1. We.......................................to dig the hidden treasure.
2. Bess....................................to marry Tom next month.
3. She....................................furious if I leave this place.
4. It...................................... very hot and stuffy today.
5. What date.............................it the day before yesterday ?
6. What time...it by your watch ?
7. Mr. Stephen........................to make a speech last evening.

8. She .... fair, tall, slim and charming.
9. It .... about a kilometer to the bus-stand from here.

Exercise 8. *Correct the following sentences :*

1. You abused me, don't you ?
2. I may lift this stone easily.
3. Sita will sit idle the whole day long.
4. Had I gone there, I will have met him.
5. He dares not face me at all.
6. How dared you to touch my books ?

In the **Present Indefinite Tense**, passive voice is formed by using **is, am** or **are** before the **third form of the verb**. Negative and interrogative sentences are formed accordingly.

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. Children make a loud noise.
2. Parents love their children dearly.
3. Brothers love their sisters.
4. We learn our lessons everyday.
5. Everybody praises this good man.
6. The monitor wants you there.
7. Do sisters love their brothers too ?
8. The tortoise runs a long race.
9. The hare does not win the race.
10. Sugar sells by the kilogram.
11. Do you do your duty regularly ?
12. Who teaches you mathematics ?
13. Does the hunter kill the deer ?
14. Why do you dislike this poor boy ?
15. Whom do you want here ?

Exercise 2. *Change to* **active voice** :

1. Teachers are respected by their pupils.
2. He is seldom kept waiting by me.
3. She is praised for her charms by all.
4. Why are chocolates not liked by her ?
5. By whom is the prayer-bell rung ?
6. I am not cheated by your brother.
7. Are the thieves not arrested by the police ?
8. Why are alms given to the poor ?
9. What is wanted by you at present ?
10. Is he not known to you ?
11. Exercise is taken by us every morning.
12. Who is not cheated by this rogue ?

Exercise 3. *Change the* **voice** :

1. A sweet song is sung by Asha Bhonsle.
2. Why do you depend on him ?

3. **Few people are** respected for their honesty.
4. **Who does** not like the queen of flowers ?
5. **All** wonder at your deep knowledge indeed.
6. Our habits make us their slaves.
7. This fact is not known to me at all.
8. Does he lend money on interest ?
9. The Zebra is not attacked by the lion.
10. Do you expect your brother today ?
11. A new house is not built by Tom.
12. When does she do her home-work ?

PRESENT CONTINUOUS TENSE

Observe these sentences :

	Active Voice	**Passive Voice**
1.	She **is stitching** a shirt.	A shirt **is being stitched** by her.
2.	**I am writing** a letter.	A letter **is being written** by me.
3.	He **is beating** his dog.	His dog **is being beaten** by him.
4.	**Are** you drawing a picture ?	**Is** a picture **being drawn** by you ?
5.	Why **are** you **making** a noice ?	Why **is** a noise **being made** by you ?
6.	What **are** you **doing** ?	What **is being done** by you ?
7.	We **are not listening** to you.	You **are not being listened to** us.

In **Present Continuous Tense**, passive voice is formed by using **is** or **am** or **are+being+Third Form of the Verb.**

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. People are admiring this young man.
2. The teacher is not calling the roll.
3. Is the gardener watering the plants ?
4. The boys are laughing at the beggar.
5. Why are you helping this rogue ?
6. How are you solving this sum ?
7. Susan is not singing a sweet song.
8. The farmer is not ploughing the field.

9. Is the dealer storing the grain in his godown ?
10. Whom are you looking for here ?
11. What is she cooking for breakfast ?
12. They are not doing their duty well.
13. Are they not white-washing the house ?
14. Mohan is not flying a kite on the roof.
15. She is not speaking a word about this matter.

Exercise 2 *Change to* **active voice** :

1. A meeting is being held to-night at his house.
2. Who is being invited to dinner by you ?
3. A shirt is being stitched by Promila ?
4. How are they being helped by you ?
5. Is a cigarette being smoked by Richard ?
6. The clothes are not being ironed by the washerman.
7. What is being read by you at this time ?
8. Is a white lie being told by her ?
9. An ice-cream is being eaten by the child.
10. Dinner is not being had by Tom today.
11. Is the cow being milked by the milk-maid ?
12. By whom is the door being knocked at ?

Exercise 3. *Change the* **voice** :

1. Who is polishing my shoes ?
2. Is Ram not knocking at the door ?
3. I am being helped by my friends.
4. She is bringing you a cup of tea.
5. This matter is not being looked into by the police.
6. How is he objecting to this proposal ?
7. We are serving our motherland earnestly.
8. The baby is not being looked after by the mother.
9. What is being looked for by them ?
10. The tailor is not threading the needle.
11. Why are you wasting your money like that ?
12. When are the tickets for the new movie being bought by you ?

PRESENT PERFECT TENSE

Observe these sentences :

	Active Voice	Passive Voice
1.	The farmer **has tilled** the field.	The field **has been tilled** by the farmer.
2.	I **have not bought** a new bike.	A new bike **has not been bought** by me.
3.	The milk-maid **has milked** the cow.	The cow **has been milked** by the milk-maid.
4.	Have you **read this** story ?	**Has** this story **been read** by you ?
5.	Who **has won** the gold medal ?	By whom **has** the gold medal **been won** ?
6.	What have you done ?	What **has been done** by you ?
7.	Has John not cleaned the black-board ?	**Has** the black-board **not been cleaned** by John ?

In the **Present Perfect Tense**, passive voice is formed by using **has** or **have+been+Third Form of the Verb.**

EXERCISES

Exercise 1. *Change the* **passive voice** :

1. I have spent all my pocket money.
2. The mother has not suckled her baby.
3. Someone has stolen my pen.
4. The tailor has not stitched my shirt so far.
5. Who has written a letter to you ?
6. The darner has darned my coat.
7. We have solved all the sums.
8. Susan has not done her hair so far.
9. When have you completed this work ?
10. Who has knocked at the door ?
11. What good has he done you ?
12. How have you solved this difficult sum ?
13. Has she had her breakfast ?
14. Reeta has not worn her new saree.
15. Why have you taken my fountain-pen ?

Exercise 2. *Change to* **active voice :**

1. A nest has been built by the mango-bird.
2. Her stars have been thanked by her.
3. Their home-work has not been completed by them.
4. Her sad tale has not been heard by us ?
5. Has she been surprised at your words ?
6. Has she been known to you for two years ?
7. Why has the traveller been murdered by the dacoits ?
8. She has been annoyed at his words.
9. I have been greatly shocked at his failure.
10. By whom has the slate been broken ?
11. Have my orders been carried out or not by him ?.
12. Her name has been struck off the rolls.

Exercise 3. *Change the* **voice :**

1. Who has taken my fountain pen ?
2. The toys have been broken by the child.
3. Has she been surprised at my words ?
4. Which team has won the match ?
5. Has not the newspaper been read by you ?
6. What has been stolen by her from this room ?
7. Has not Mohan been sent for by the principal ?
8. The bear has eaten all the grapes.
9. The farmers have reaped the harvest.
10. By whom has the crow been flattered ?
11. With what has her dog been hit by her ?
12. This lady has sold her old car.

REVISIONAL EXERCISES

(Present Tense)

Change the **voice :**

1. Nests are built in trees by birds.
2. All living beings need food.
3. By whom have you been cheated ?
4. The pupils are listening to their teacher.
5. Children do small jobs in the family.
6. The scavengers are sweeping the streets clean.
7. Naughty boys have not been punished.

8. The thief is being barked at by the dog.
9. Is a magnificent house being built by him ?
10. What has she done to save her husband ?
11. Are families managed by parents ?
12. Do children do small jobs in the family ?
13. India has twice defeated Pakistan.
14. Do you write your letters on Sundays ?
15. I have received a letter from my cousin.
16. Have they purchased a new radio-set ?
17. What are you doing to help him ?
18. Why has the wash not been brought by the washerman ?
19. Who has never told a lie ?
20. Why have I been kept waiting for so long ?
21. God helps the brave in difficulties.
22. This packet contains sweets for children.
23. Don't you like her paintings ?
24. By whom are you being insulted ?
25. How do they run the factory ?
26. Why do you feed the pigeons every morning ?
27. Are they preparing their food in the kitchen ?
28. She is not asking me for anything.
29. They have not objected to this proposal.
30. Those whom God loves die young.
31. Trees are being planted by the gardener.
32. Wheat is sown in the winter season.
33. Many have been ruined in gambling.

PAST INDEFINITE TENSE

Observe these sentences :

	Active Voice	Passive Voice
1.	She **wrote** a letter.	A letter **was written** by her.
2.	He **gave** me a pen.	I was **given** a pen by him. Or A pen **was given** to me by him.
3.	**Did** you **waste** money ?	**Was** money **wasted** by you ?
4.	**Did** she **not light** the **lamp** ?	**Was** the lamp **not lighted** by her ?

	Active Voice	Passive Voice
5.	Who **taught you** Hindi ?	By whom **were you taught** Hindi ?
6.	Why **did** they **beat** you ?	Why **were you beaten** by them ?
7.	How **did** you **pluck** flowers ?	How were flowers **plucked** by you ?

In the **Past Indefinite Tense**, passive voice is formed by **using was** or **were+Third Form of the Verb**.

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. Every child carried a bag.
2. We all laughed at the poor beggar.
3. Why did you miss the train ?
4. Who taught you English last year ?
5. Did you not finish the work in time ?
6. Where did you put my bag of books ?
7. The farmer killed a poisonous snake.
8. The cunning fox flattered the crow.
9. Did you write any letters to her ?
10. Did the box contain many books ?
11. Who did this job so nicely ?
12. I did not please my teacher.
13. How did you annoy this gentle lady ?
14. She knit a beautiful pullover for me.
15. The hen laid three golden eggs .

Exercise 2. *Change to* **active voice** :

1. Many battles were fought by Akbar the Great.
2. A new bike was not bought by my father.
3. Were you asked many questions by her ?
4. What was done by you to help me ?
5. The beautiful hen was killed by the greedy man.
6. People were lathi-charged by the police.
7. By whom was your watch broken ?
8. What was lost by them in the fair ?

9. I was befooled by my false friends.
10. Were the seeds not sown by the farmers ?
11. The bell was not rung by the peon in time.
12. How was this heavy table pushed away by you ?

Exercise 3. *Change the* **voice** :

1. A fierce battle was fought between the two armies.
2. Jahangir gave justice to the washerwoman.
3. Grand Trunk Road was built by Sher Shah Suri.
4. Did you read this novel thrice ?
5. Was a ticket not bought by this passenger ?
6. Who paid the bill in the hotel ?
7. They were not insulted by me.
8. Did the gunman kill the fowl ?
9. How was this school run by you ?
10. The train was missed by our guests.
11. Tenzing and Hillary conquered Mount Everest.
12. Edison invented the gramophone.

PAST CONTINUOUS TENSE

Observe these sentences :

	Active Voice	Passive Voice
1.	He **was winding** his watch.	His watch **was being wound** by **him.**
2.	**Were** they **playing** chess ?	**Was** chess **being played** by them ?
3.	Who **was laughing** at you ?	By whom **were** you **being laughed at** ?
4.	**Was** he not reading a book ?	**Was** a book not **being read** by him ?
5.	Whom **were** you **calling out** ?	Who **was being called out** by you ?
6.	Which picture **was** he **seeing** ?	Which picture **was being seen** by him ?
7.	Maisie **was riding** her bike.	Maisie's bike **was being ridden** by her.

In Past Continuous Tense, passive voice is formed by using **was or were + being + Third Form of the Verb** :

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. The players were playing hockey.
2. Was the tailor threading the needle ?
3. The milkman was not milking the cow.
4. The gardener was planting trees.
5. She was breaking her fast at night.
6. Bob was learning piano.
7. Was the maid lighting the stove ?
8. Whom were you writing a letter ?
9. When were they having coffee ?
10. Was he wearing his new coat ?
11. She was doing her hair at that time.
12. How were you keeping this rude servant ?
13. I was not putting on my new suit.
14. Were the firemen putting out the fire ?
15. We were not having coffee at that time.

Exercise 2. *Change to* **active voice** :

1. The son was being looked for by his mother.
2. The streets were being swept clean by the scavengers.
3. Was the orange being peeled by her ?
4. By whom were the flowers being plucked ?
5. Football was not being played by them daily.
6. By whom was the flock being tended on the hill side ?
7. The thief was being stoned by the mob.
8. Which film were you seeing that day ?
9. Who was pushing away my cot ?
10. Whom was that lady looking for ?
11. How were you keeping your accounts ?
12. Vegetables were being sold by the green-grocer.

Exercise 3. *Change the* **voice** :

1. I was having a happy dream.
2. A drama was being written by Shakespeare.
3. She was not committing a blunder.
4. Who was abusing you last night ?
5. By whom was she being teased at school ?

6. The peon was not ringing the bell in time.
7. Which flowers were being plucked by them ?
8. Pt. Nehru was leading India to progress.
9. The wounded were being taken to the hospital.
10. Jija Bai was bringing up her son.
11. He was selling out all his property.
12. We were introducing her to our mother.

PAST PERFECT TENSE

Observe these sentences :

	Active Voice	**Passive Voice**
1.	I **had sold** my cow.	My cow **had been sold** by me.
2.	They **had wasted** money	Money **had been wasted** by them.
3.	He **had not fed** the poor.	The poor **had not been fed** by him.
4.	**Had** you **kept** your promise ?	**Had** your promise **been kept** by you ?
5.	Who **had sung** a sweet song ?	By whom **had** a sweet song **been sung** ?
6.	What had they done to help you ?	What **had been done** by them to help you ?
7.	The farmer **had not sown** the crop.	The crop **had not been sown** by the farmer.

In the **Past Perfect Tense**, passive voice is formed by using **had+been+Third Form of the Verb.**

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. The child had broken my pen.
2. I had kicked the ball very hard.
3. The gardener had plucked rose flowers for me.
4. Kalidasa had written many dramas.
5. Had you given him a hearty send-off ?

6. Why had the labourers struck work ?
7. They had not laid out a small garden.
8. Sardar Patel had made a fiery speech.
9. She had sung us a melodious song.
10. Had you sent us a telegram ?
11. Who had used my umbrella in rain ?
12. Which charming girl had he married ?
13. She had not thanked us for the timely help.
14. Why had you forgiven that rogue ?
15. Had the captain ordered his men to fire ?

Exercise 2. *Change to* **active voice** :

1. A new fountain-pen had been bought by me.
2. My name had been forgotten by her.
3. By whom had the pail been lifted out of water ?
4. Had Bob been beaten black and blue by Tom ?
5. My fountain-pen had been stolen.
6. Which house had been set on fire by the mob ?
7. Had all the provisions been used up by the cook ?
8. Had it been managed by you ?
9. Wherefrom had this telegram been sent to you ?
10. Had the crow not been deceived by the cunning fox ?
11. The house had been broken by the burglars.
12. By whom had the Geeta been written ?

Exercise 3. *Change the* **voice** :

1. She had been given a hearty welcome by her friends.
2. People had been requested to sit down.
3. Not a drum had been heard at his funeral.
4. My watch had been stolen last week.
5. The hunter aimed at the dove.
6. Had his officer been displeased at his rudeness ?
7. His name had been struck off the rolls.
8. The peacock had killed the snake.
9. She had married a handsome young man.
10. Had he put on a warm suit ?
11. Who had not heard her sad tale ?
12. Why had the teacher scolded him angrily ?

REVISIONAL EXERCISES

(Past Tense)

Change the **voice** :

1. Early man hunted food in jungles.
2. She was given a warm welcome by her admirers.
3. The tiger had torn the deer to pieces.
4. Did the guard blow the whistle ?
5. He was gradually paying off all his debts.
6. By whom was such a noise being made ?
7. Lake houses had been built by early man.
8. Who was shooting arrows at the stage ?
9. By whom had the door been opened to them ?
10. You were really doing me a great favour.
11. The monkey was rubbing the snake's head on the ground.
12. Their work was done very carefully by them.
13. The safe had not been broken open by the thieves.
14. Mother had cooked food for us all.
15. Who had been told the widow's sad tale by her ?
16. The general did not order a ceasefire.
17. I was sent a birthday present by my uncle.
18. The thief had not been arrested by the police.
19. He was known for his honesty and boldness.
20. Were the seeds not being sown by the farmer ?
21. Sweets were contained in this packet.
22. The first goal was scored by the captain.
23. By whom had you been invited to lunch ?
24. Gandhi's death was mourned by the whole world.
25. The aeroplane was shot down by the jawan.
26. The boys pelted stones at the tree.
27. Was he not cheered by the audience ?
28. She was filled with sorrow at her husband's death.
29. The habit of gambling was ruining his life.
30. Everybody was wondering at his deep knowledge.
31. What had been done by you so far ?
32. Who was dusting my room ?
33. The lamb was making the water muddy.

FUTURE INDEFINITE TENSE

Observe these sentences :

	Active Voice	Passive Voice
1.	He **will do** it.	It **will be done** by him.
2.	I **shall buy** a camera.	A camera **will be bought** by me.
3.	You **will not** recite this poem.	This poem **will not be recited** by you.
4.	**Will** she **draw** a picture ?	**Will** a picture **be drawn** by her ?
5.	Who **will pay** your fine ?	By whom **will** your fine **be paid** ?
6.	When **will** he **lend** us money ?	When **will** money **be lent** to us by him ?
7.	**Will** she **not wear** a saree ?	**Will** a saree **not be worn** by her ?

In **Future Indefinite Tense,** passive voice is formed by using **will +be+ Third Form of the Verb.**

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. Boys will fly kites in the play-ground.
2. Whom will you teach English ?
3. When will you have your lunch ?
4. I shall serve my motherland in every way.
5. She will not do her hair today.
6. This news will alarm everyone.
7. Who will do this tough job ?
8. How will she manage it ?
9. When will our team play the match ?
10. Why will he not join a college ?
11. What will you bring for me from Agra ?
12. Will the cook not prepare food for us ?
13. This dog will not bark at the stranger.
14. When will you return my pencil ?
15. Will they follow us to the town ?

16. **Will the children make a loud noise ?**
17. **Girls will sing us a song.**
18. **Will the shepherd look after the sheep ?**

Exercise 2. *Change to* **active voice** :

1. **The matter will be looked into by the chairman.**
2. **Its cost will be borne by them.**
3. **By whom will you be given a warning ?**
4. **These happy days shall never be forgotten by me.**
5. **The beggar will be barked at by stray dogs.**
6. **The zebra shall be killed by the fierce lion.**
7. **By whom will this picture not be admired ?**
8. **Who will be carried across the stream by the camel ?**
9. **Where will a meeting be held by the rats ?**
10. **The wise hare will not be praised by the fox.**
11. **Will wonderful feats be shown by the juggler ?**
12. **Where will the tiny mouse be caught by the lion ?**

Exercise 3. *Change the* **voice** :

1. The foolish goats shall not cross the stream.
2. The simple goat will be cheated by the fox.
3. We shall find the way at last.
4. The lion will be moved with pity.
5. Who will have a trap for the lion ?
6. By whom will the cords of the net be nibbled ?
7. The bear will take the fat man as a dead man.
8. An invitation will be extended to all his friends by Rakesh.
9. We shall not be taken in by them.
10. Shall I be befooled by this rogue ?
11. The shepherd will tend his flock on the hill side.
12. The slow tortoise will beat the swift hare in race.

FUTURE PERFECT TENSE

Observe these sentences :

	Active Voice	Passive Voice
1.	She **will have opened** a school.	A school **will have been opened** by her.
2.	I **shall have painted** a picture.	A picture **shall have been painted** by me.

3.	They **will have bought** a good radio-set.	A good radio-set **will have been** bought by them.
4.	Who will have done this job ?	By whom **will** this job have **been done** ?
5.	Why **will** he **have missed** the train ?	Why **will** the **train have been** missed by him ?

In **Future Perfect Tense,** passive voice is formed by using **shall** or **will+have been+Third Form of the Verb.**

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. He will have done the work well.
2. We shall have written letters to our friends.
3. Will your friend have paid your hostel expenses ?
4. All will have agreed with the wise leader.
5. I shall never have done this.
6. Will she surely have won a scholarship ?
7. Will you not have known this fact by then ?
8. Who will have helped you in this tough job ?
9. When will you have completed your homework ?
10. We shall have overcome all our difficulties.
11. We shall have made our beds by 10 p.m.
12. The shepherd will have driven the sheep into the pen.
13. Trees will have shed their leaves in Autumn.
14. Will the servant have owned his fault ?
15. I shall not have corrected all my errors by then.

Exercise 2. *Change to* **active voice** :

1. The lion will have been kicked by the wild ass.
2. Corn will have been ground in this mill.
3. The matter will have been looked into by me.
4. The bill will have not been paid by her.
5. Will the hunter have been bitten by a snake ?
6. Which movie will have been seen by you to-night ?
7. By whom will the doctor have been called in ?
8. My sweater will have been knit by her.
9. Will my efforts have been crowned with success ?

10. When will the work have been completed by him ?
11. When will the wheat have been sown by the farmers ?
12. All my friends will have been asked to tea by me.

Exercise 3. *Change to* **active voice** :

1. The thief will have been caught by the police.
2. I shall have purchased a watch by month-end.
3. This news shall not have been heard by her yet.
4. The farmer will have tilled the field before sunrise.
5. An account will have been opened by me in the bank by next month.
6. She will have passed class VI in two years.
7. All the cups will have been broken by the new maid by year-end.
8. All the errors will have been corrected by me by noon.
9. They will have finished this job by dusk.
10. When will you have obtained your degree ?
11. Will the doctor have been sent for by her ?
12. What will have been done by them to help us ?

REVISIONAL EXERCISES

(Future Tense)

Change the **voice** :

1. The slim friend will desert his fat friend.
2. Vineeta will have replied to my invitation.
3. Who will bell the fierce cat ?
4. By whom will the rat have been killed ?
5. Where will the trap have been laid by the hunter ?
6. Will the race be lost by the proud hare ?
7. The dove will drop a leaf in water for the bee.
8. The pigeon will have been chased by the hawk.
9. The wolf will devour the lamb.
10. The cowherd will have sung merry songs.
11. Will the greedy dog steal a bone ?
12. Will a taxi have been hired by us for Kalkaji ?
13. Will the wolf devour the lamb ?
14. How will this be done ?
15. What will have been earned by you by year-end ?

IMPERATIVE SENTENCES

Observe these sentences :

	Active Voice	Passive Voice
1.	**Do** it at once.	**Let** it **be done** at once.
2.	**Post** this letter.	**Let** this letter **be posted.**
3.	Sit down.	**You are required to sit down.**
4.	**Do not waste** your time.	**Let not** your time **be wasted.**
5.	**Never tell** a lie.	Never let a lie be told.
6.	Please lend me your book.	**You are requested to lend** me your book.

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. Obey your parents.
2. Help me please.
3. Do not tease the cat.
4. Read this poem.
5. Show in the guests.
6. Do not cheat others.
7. Kindly do this much for me.
8. Do not disturb me.
9. Never insult the poor.
10. Tell him to leave the room.
11. Send for the doctor at once.
12. Lend me a rupee, please.

Exercise 2. *Change to* **active voice** :

1. Let not your time be wasted.
2. Let not this objection be raised now.
3. You are required to get out of the room.
4. Let it be mended or ended.
5. Let his book be had by him.
6. Let this envelope be posted.
7. You are requested to help this poor man.
8. Let him be told to return me my book.

9. Let badminton be played by them.
10. Let him be asked to work very hard.
11. Let it be done at once for me.
12. Let this pencil be mended sharp.

SENTENCES WITH CAN, MAY, MUST ETC.

	Active Voice	Passive Voice
1.	You **may take** this book.	This book **may be taken** by you.
2.	She **might** wed you.	You **might be wedded** to her.
3.	**May** God **bless** you with a son !	**May** you **be blessed** with a son !
4.	**Can** you **lift** this load ?	**Can** this load **be lifted** by you ?
5.	You **must help** her.	She must be helped by you.
6.	He **could write** a book.	A book **could be written** by him.
7.	We **should obey** our parents.	Our parents **should be obeyed** by us.
8.	**He should have** done this work.	This work **should have been done** by him.
9.	They **could have informed** me.	I **could have been informed by them.**
10.	The peon **would have rung** the bell.	The bell **would have been rung** by the peon.

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. The teacher may punish you.
2. Sohan might purchase this car.
3. May God grant him a long life.
4. We ought to speak the truth always.
5. The sweeper must clean the compound.
6. May I see your new shirt ?
7. Who could not cross the river ?
8. Where can such a man be found ?
9. You should not shirk work at all.

10. Could we save her life ?
11. He could not find you anywhere.
12. The hunter would have killed the dove.
13. She should have served her old mother-in law.
14. We could have prevented him from doing so.
15. The bear might have killed the fat fellow.

Exercise 2. *Change to* **active voice** :

1. This wall could not be built by a mason.
2. By whom must this box be carried ?
3. What should be done by me now ?
4. Can such a tough job be done by anyone ?
5. By whom can such a mistake be made ?
6. Would a prize have been won by you ?
7. This house should have been repaired by them.
8. The police could have been informed by you.
9. My watch might have been stolen by him.
10. Our elders ought to be respected by us.
11. He could not be satisfied with your behaviour.
12. Can this difficult sum be solved by you ?

USE OF PREPOSITIONS OTHER THAN—BY

Observe these sentences :

	Active Voice	**Passive Voice**
1.	The jug contains milk.	Milk is contained **in** the jug.
2.	His words displeased me.	I was displeased **at** his words.
3.	Grass grows over the fields.	Fields are overgrown **with** grass.
4.	This news alarmed us all.	We were alarmed **at** this news.
5.	His behaviour surprised me.	I was surprised **at** his behaviour.
6.	I pleased my master.	My master was pleased **with** me.

EXERCISE

Exercise 1. *Change to* **passive voice** :

1. I know him well.
2. This pot contains water.
3. Your work could not satisfy her.
4. This will astonish everybody.
5. This story interested them.
6. I pleased my officer.
7. His failure shocked me.
8. He displeased his teachers.
9. This bad news will alarm her.
10. His movements amused the onlookers.
11. People had lined up along the road.
12. His remarks have amazed me indeed.

Exercise 2. *Change to* **active voice** :

1. Is milk contained in this jug ?
2. The fields were overgrown with green crops.
3. My teacher has been pleased with me.
4. All nature is woken up in spring.
5. We are puzzled at his absence.
6. We have been shocked at his sudden death.
7. Was his officer annoyed at his conduct ?
8. Your parents were displeased with you.
9. The old mother was shocked at her son's arrest.
10. Is corn ground in this mill ?
11. I am not satisfied at your work.

MISCELLANEOUS SENTENCES

	Active Voice	**Passive Voice**
1.	*People* tell lies everywhere.	Lies are told everywhere.
2.	*Someone* has picked my pocket.	My pocket has been picked.
3.	One should respect one's elders.	Elders should be respected.
4	Robbers robbed him of his money.	He was robbed of his money.

5.	I made him do it.	He was made to do it.
6.	People hope that the doctors will cure him.	It is hoped that he will be cured.
7.	The court found him guilty.	He was found guilty.
8.	They say that truth is evergreen.	It is said that truth is evergreen.
9.	It is time to take tea.	It is time for the tea to be taken.
10.	The house is building.	The house is being built.
11.	Sugar tastes sweet.	Sugar is sweet when it is tasted.
12.	They elected him king.	He was elected king.

EXERCISES

Exercise 1. *Change to* **passive voice** :

1. The teacher has struck his name off.
2. Quinine tastes bitter.
3. They proclaimed him their leader.
4. People gave the leader a warm welcome.
5. One must do one's duty.
6. The police lathi-charged the mob.
7. People say that she is a goddess.
8. It is time to call the roll.
9. The court found him innocent.
10. The milk is boiling.
11. The syce made the horse drink water.
12. Somebody has stolen my pen.
13. People believe that Netaji is no more.
14. He is to do it right now.
15. Sugar sells very cheap.

Exercise 2. *Change to* **passive voice** :

1. Promises must be kept.
2. He was severely punished.
3. Her saree has been stolen.
4. This book is being sold like hot cakes.

5. Velvet is soft when it is felt.
6. We were given a test yesterday.
7. The battle was fought at Panipat.
8. Mr. Ajit was made captain.
9. He was called a big fool
10. He was thought to be mad.
11. It is said that honesty is the best policy.
12. It is expected that he will get well soon.
13. It is time for the home-work to be done.
14. The window has been broken.
15. Major Gagarin was given a warm welcome.

REVISIONAL EXERCISES

(Miscellaneous Types)

Change the **voice** :

A. 1. Due respect must be shown to teachers.
2. By whom was this tumbler broken ?
3. Never insult the poor.
4. I could not hear what you said.
5. One must not laugh at the beggars.
6. What was spoken to you by him ?
7. She is to cook food for all
8. Mr. John teaches us Grammar. (*Change in two ways*)
9. His advice must be listened to.

B. 10. Kindly do this favour to me.
11. Let my orders be carried out at once.
12. John is building a house.
13. People proclaimed him a thief.
14. By whom is wheat grown for us and when ?
15. This sad news has shocked me.
16. The judge acquitted him with honour.
17. It is time for carom to be played.
18. Was his officer annoyed with him ?

C. 19. His secrets are known to me well.
20. This news will alarm him.
21. We must attend to our lessons.
22. A lemon tastes sour.

23. You are requested to help this old lady.
24. The wounded have been taken to the hospital.
25. Do not hit the ball rashly.
26. Nobody heard a drum even.
27. He asked us all to dinner.

D. 28. It is said that he is a rogue.
29. His insulting remarks pinched me.
30. We had to do it.
31. A car ran over the child.
32. It is time for the bell to be rung.
33. Bring me a cup of tea please.
34. I had already completed my work.
35. The headmaster refused me admission.
36. He was called a fool.

E. 37. Dr. Radhakrishnan was elected President.
38. Our teacher gave us a test in Hindi.
39. Rocks feel rough and hard.
40. Cloth is sold by the meter.
41. It is not needed to send these books to me.
42. The drums were beating.
43. Honey is sweet when it is tasted.
44. People did not choose him their leader.
45. The teacher allowed him to go.

F. *Change the* **voice** *of the following* **proverbs** :

(The teacher must help the pupils).

46. A rolling stone gathers no moss.
47. A stitch in time saves nine.
48. God helps those who help themselves.
49. Those living in glass houses must not throw stones at others.
50. What cannot be cured must be endured.
51. Mend it or end it.
52. The way to heaven is paved with good deeds.
53. Trust in God and do the right.
54. Nip the evil in the bud.

CHAPTER 22

TEH ADVEBR

The word **adverb** means *addition to a verb.*

We know that adverbs add to the meaning of verbs, adjectives or other adverbs. Verbs are *words of action.* An action may be done *in any place, at any time, in any manner, any number of times or to some degree.* So, the words that tell the time, place, manner, frequency, degree or reason of an action are called adverbs.

An adverb is a word that qualifies or adds to the meaning of a verb, an adjective or another adverb.

KINDS OF ADVERBS

Adverbs are classified into four groups :

1. Simple adverbs
2. Interrogative Adverbs
3. Relative Adverbs
4. Adverbs of Affirmation and Negation

SIMPLE ADVERBS

Simple adverbs are the adverbs that add to the meaning of a verb etc. in a simple manner. They tell the *time, place, manner. frequency* or *degree* etc. of an action. So, they have been divided into many sub-kinds.

A. *Observe these sentences :*

1. Sheela shall come **tomorrow**.
2. I shall complete this work **soon**.
3. We have **already** had tea.
4. I have not heard such a thing **before**.
5. Do it right **now**.
6. I shall see you **shortly**.

Each word in bold type tells the **time** of the action indicated by its verb. So, it is an **adverb of time.**

B. *Observe these sentences :*

1. Go **there**, please.
2. Come **here**, Ram.

3. Sit **down,** Kamla.
4. Move **forward** with courage.
5. The crow flew **away.**
6. We could not find him **anywhere.**

Each word in bold type tells the **place** of the action indicated by its verb. So, it is an **adverb of place.**

C. *Observe the following sentences* :

1. He can do it **well.**
2. She shouted **loudly** for help.
3. Do your home-work **carefully.**
4. They accepted the invitation **gladly.**
5. Walk **quickly** or we shall miss the train.
6. Speak **gently** to others.

Each word in bold type tells the **manner** of the action indicated by its verbs. So, it is an **adverb of manner.**

D. *Observe the following sentences* :

1. He **seldom** comes to see me.
2. **I often** go to their house.
3. We take tea **twice** a day.
4. Gandhiji **always** spoke the truth.
5. Please do it **again.**
6. **Never** insult the poor.

Each word in bold type tells the **frequency** of the action indicated by its verb. So, it is an **adverb of frequency** or **number.**

E. *Observe the following sentences* :

1. The novel is **very** interesting.
2. It is **too** hot to go out.
3. My shoes are **quite** worn out.
4. The runner was **almost** exhausted.
5. She has done **fairly** well in the test.
6. It is **extremely** hot.
7. This box is big **enough.**

Each word in bold type tells the **degree** or **extent** of the action indicated by its verb or that of adjective or the other adverb qualified by it. So, it is an **adverb of degree** or **extent.**

EXERCISES

Exercise 1. *Underline the* **simple adverb** *in each sentence.* **Tell** *it* **kind** *too* :

1. The guests are standing outside.
2. I shall begin this work tomorrow.
3. You cannot write Hindi well.
4. I have already had my lunch.
5. Send the peon here, please.
6. I went there for you only.
7. It rained gently this morning.
8. Will you repeat this sentence again ?
9. It is rather hot.
10. I gladly accepted his offer.
11. She is too tired to finish this work in time.
12. My brother was taken ill yesterday.
13. Barking dogs seldom bite.
14. Have you seen such a silly fellow before ?
15. The elephant stood inside the grove.
16. They have always helped the weak.
17. Anil is often late for school.
18. Do things slowly but surely.
19. The man was nearly dead.
20. Speak a little louder please.
21. He left for Bombay immediately.
22. I feel somewhat puzzled at it.
23. I was very pleased to hear of your success.
24. Suddenly a bear appeared before us.

Exercise 2. *Fill in each blank with a suitable* **simple adverb**. *Tell its* **kind** *too* :

1. Two of a trade..agree.
2. Some people................................ask, "Where is God ?"
3. We have tea..a day.
4. He looks to be..worried.
5. She can speak English..
6. I get up...in the morning.
7. Are you not feeling...?
8. Your conduct is.......................................disgusting.

9. ....do my home work at night.
10. Your answer is ....correct.
11. Behave your elders..............................
12. He is brave..............................to face this danger.
13. It was..............................cold yesterday.
14. He is..............................forty years old.
15. We were..............................surprised to hear this.
16. They are working..............................hard these days.
17. The tea is..............................hot to drink.
18. I have lived..............................for three years.

Exercise 3. (*a*) *Use these* **adverbs of time** *in your sentences* :

already
shortly
soon
now
immediately
early
before
daily

(*b*) *Use these* **adverbs of place** *in your sentences* :

away
inside
nowhere
there
everywhere
here
above
away

(*c*) *Use these* **adverbs of manner** *in your sentences* :

carefully
well
loudly
gladly
gently
nicely
quickly
steadily

(*d*) *Use these* **adverbs of frequency** *in your sentences* :

sometimes
seldom
never
often
ever
again
always
once

(*e*) *Use these* **adverbs of degree** *in your sentences* :

enough
nearly
quite
fully
rather
too
somewhat
very much

Exercise 4 *Complete each sentence* :

1 The water is too dirty..............................
2. He spoke to me..............................
3. I waited for my brother..............................
4. Anil met me four years..............................
5. We reached home..............................
6. This room is big..............................
7. I have often told you to get up..............................
8. I can speak English..............................
9. You must practise it..............................

INTERROGATIVE ADVERBS

Observe these sentences :

1. **When** were you born ? (*time*)
2. **Where** were you born ? (*place*)
3. **How** do you go to school ? (*manner*)
4. **How often** do you take tea daily ? (*frequency*)
5. **How far** is this news true ? (*degree*)
6. **Why** did you abuse her ? (*cause*)

All the words are adverbs of *time*, *place*, *manner*, *frequency*, *degree* or *reason* etc. But they have been used to ask questions. So, they are **interrogative adverbs.**

An interrogative adverb is an adverb used to ask a question.

RELATIVE ADVERBS

Observe these sentences :

1. I do not know **when** he will return ? (*time*)
2. Can you tell **where** he lives ? (*place*)
3. Do you know **how** to ride a bike ? (*manner*)
4. I know **how often** you have insulted him ? (*frequency*)
5. Tell me **how far** she is honest. (*degree*)
6. Tell me **why** he has gone. (*cause*)

All the words in bold type are adverbs of *time*, *place*, *manner*, *frequency*, *degree* or *cause* etc. But they act as connectives. So, they are called **relative adverbs**.

A relative adverb is an adverb that acts as a connective to join sentences together.

Note carefully that interrogative and relative adverbs are same in *form* but they differ in *position* and *function.*

ADVERBS OF AFFIRMATION OR NEGATION

Observe these sentences :

1. Do you go to see him ? **Yes,** I do.
2. Is he an honest man ? **No,** he isn't.
3. He hates you, I think. You are right, **perhaps**.
4. Are you satisfied ? **By all means**, I am.
5. Will she help you ? **Certainly**, she will.
6. Is he really a rogue ? **Of course**, he is.

All the words in bold type are adverbs. They either **affirm** a statement or **negate** it. So, they are called **adverbs of affirmation** or **negation** as the case may be.

An adverb that affirms a statement is called an adverb of affirmation.

An adverb that negates a statement is called an adverb of negation.

EXERCISES

Exercise 1. *Underline* **interrogative, relative, affirmation** *or* **negation adverbs** *in the following sentences. State the* **kind** *of each too.*

1. Where do you reside ?
2. Why should you insult him ?
3. I know how to drive a car.
4. Are you 173 cm. tall ? Of course, I am.
5. How will you solve this sum ?
6. Do you know how much this coat cost me ?
7. Will he help us ? Perhaps, he will.
8. How long will you stay here ?
9. Let us decide how far to go on foot.
10. Do you hate me ? No, not at all.
11. I cannot explain how I did it.
12. Is your son in class IX ? Yes, he is.
13. How often have you been to the Taj ?
14. I know how often you take tea daily.
15. Is she ready to help me ? Certainly, she is.
16. How fast can you run ?
17. Apply this ointment where you feel pain.
18. Would you take this trouble ? By all means, I would.

Exercise 2. (*a*) *Write below four* **adverbs of affirmation** :

....

....

(*b*) *Write below three* **adverbs of negation** :

....

(*c*) *Write down six* **interrogative adverbs** :

....

....

(*d*) *Write down six* **relative adverbs** :

....

....

Exercise 3. *Use all the adverbs written by you in Exercise 2 a, b, c, d, in your own sentences* :

Exercise 4. *Fill up each blank with an* **interrogative adverb** :

1. ....can you travel on foot ?
2. ....do you laugh at the poor beggar ?
3. ....will you go at this late hour ?
4. ....does your birth-day fall ?
5. ....a month do you go to the pictures ?
6. ....is his statement true ?
7. ....has his coat cost you ?
8. ....can you jump in one trial ?
9. ....has this well been sunk ?

Exercise 5. *Fill up each blank with a* **relative adverb** :

1. Let me know........ ....you would like to take tea.
2. Explain to us ....to solve this sum.
3. I just don't know.................................she is cross with me.
4. I was warmly received...................... ....I went.
5. Ask the tailor..................long he would take to stitch it.
6. Let me know ....you paid for this pen.
7. Nobody knows ....long he or she will live.
8. Do you know............... ....he has gone ?
9. I want to know ....fast you can type

CHAPTER 23

ADVERBS—FORMATION AND COMPARISON

FORMATION OF ADVERBS

Adverbs are formed in different ways :

(*a*) **By adding *ly* to Adjectives :**

Adjective	*Adverb*	*Adjective*	*Adverb*
able	ably	last	lastly
active	actively	loud	loudly
aimless	aimlessly	mild	mildly
angry	angrily	near	nearly
apt	aptly	noble	nobly
awful	awfully	noisy	noisily
bad	badly	odd	oddly
bitter	bitterly	peaceful	peacefully
brave	bravely	perfect	perfectly
brief	briefly	polite	politely
bright	brightly	quick	quickly
brisk	briskly	quiet	quietly
calm	calmly	ready	readily
careful	carefully	sad	sadly
careless	carelessly	short	shortly
cold	coldly	simple	simply
cool	coolly	single	singly
crooked	crookedly	skilful	skilfully
curt	curtly	slow	slowly
due	duly	smart	smartly
extreme	extremely	smooth	smoothly
firm	firmly	special	specially
first	firstly	steady	steadily
general	generally	tardy	tardily
generous	generously	thankful	thankfully
glad	gladly	timid	timidly
grateful	gratefully	true	truly

Adjective	*Adverb*	*Adjective*	*Adverb*
happy	happily	useful	usefully
heavy	heavily	useless	uselessly
humble	humbly	very	verily
idle	idly	whole	wholly
wrong	wrongly	wise	wisely

(*b*) **By adding *ly* to Participles** :

Noun	*Adverb*	*Noun*	*Adverb*
day	daily	hour	hourly
month	monthly	week	weekly
year	yearly	fortnight	fortnightly

(*c*) **By adding *ly* to Participles** :

Participle	*Adverb*	*Participle*	*Adverb*
exceeding	exceedingly	hurried	hurriedly
loving	lovingly	fixed	fixedly
amazing	amazingly	studied	studiedly
knowing	knowingly	worried	worriedly
surprising	surprisingly	willing	willingly

(*d*) **By prefixing *a* to Nouns** :

a+bed=abed
a+blaze ablaze
a+board=aboard
a+breast=abreast
a+foot=afoot
a+head=ahead
a+gain=again
a+pace=apace

a+part=apart
a+side=aside
a+shore=ashore
a+stir astir
a+top atop
a+way=away
a+down=adown
a+while=awhile

(*e*) **By prefixing *a* to adjectives** :

a+broad=abroad
a+kin=akin
a+far=afar
a+fresh=afresh
a+like=alike
a+live=alive

a+loft=aloft
a+lone=alone
a+long=along
a+loud=aloud
a+new=anew
a+round=around

(*f*) **By prefixing *a* to verbs** :

a+go=ago

a+cross=across

(*g*) **By prefixing *be* or *ab* to certain words :**

be+fore=before
be+hind=behind
be+low=below
ab+out=about
be+sides=besides
be+twain=between
be+yond=beyond
ab+over=above

(*h*) **Miscellaneous :**

Word	*Adverb*	*Word*	*Adverb*
good	well	bad	ill
the	thus	one	once
two	twice	three	thrice
day	today	morrow	tomorrow
deed	indeed	side	besides
back	backward	home	homewards

(*i*) **Some Adverbs have the same form as adjectives :**

	Adjectives	*Adverbs*
1.	an *ealy* riser	to rise *early*
2.	a *fast* runner	to run *fast*
3.	a *high* hill	to fly *high*
4.	a *hard* metal	to work *hard*
5.	a *low* land	to fly *low*
6.	a *little* girl	to care *little*
7.	a *small* boy	to feel *small*
8.	a *near* relative	to come *near*
9.	a *late* riser	to reach *late*
10.	a *long* line	to stay *long*
11.	*much* milk	to do *much*
12.	an *only* son	*only* one

COMPARISON OF ADVERBS

We know adjectives and Adverbs are both qualifying words. As adjectives have their degrees of comparison, so do the adverbs.

(*a*) **Single-syllable adverbs add *er* and *est* to form their comparative and superlative degrees :**

Positive	*Comparative*	*Superlative*
fast	faster	fastest
hard	harder	hardest

Positive	*Comparative*	*Superlative*
high	higher	highest
near	nearer	nearest, next
soon	sooner	soonest
early	earlier	earliest
late	later	latest, last

(*b*) **Adverbs ending in *ly* add *more* and *most* to form their comparative and superlative degrees** :

Positive	*Comparative*	*Superlative*
carefully	more carefully	most carefully
gladly	more gladly	most gladly
slowly	more slowly	most slowly
quickly	more quickly	most quickly
usefully	more usefully	most usefully
certainly	more certainly	most certainly
cunningly	more cunningly	most cunningly
loudly	more loudly	most loudly

(*c*) **Irregular comparisons** :

Positive	*Comparative*	*Superlative*
far	farther	farthest
forth	further	furthest
ill	worse	worst
little	less	least
much	more	most
well	better	best

SOME CONFUSING ADVERBS

(*a*) **free, freely**

I got this pen *free*.	(without paying any money)
I could get this pen *freely*.	(without any difficulty)

(*b*) **late, lately**

He reached *late*.	(not in time)
He has reached *lately*.	(recently)

(*c*) **near, nearly**

His end is *near*.	(not far)
He is *nearly* forty.	(about)

(*d*) **hard, hardly**

She works *hard*. (very much)

She *hardly* works. (rarely)

EXERCISES

Exercise 1. *Form adverbs from the following :*

(*a*)
public
immediate
true
broad
very
humble
perfect
gay
hurried
speedy
dull
willing
wise
full
wearly

(*b*)
foot
home
bad
far
back
three
shore
the
hind
way
good
twain
side
one
yond

(*c*)
anxious
deed
way
three
loving
low
head
the
worried
fore
bad
one
knowing
left
kin
two

Exercise 2. *Choose the correct words from within the brackets :*

1. Sunil works very (*hard, hardly*).
2. Sunil (*hard, hardly*) comes to school.
3. Hema is (*too, very*) charming.
4. I am (*too, very*) pleased with you.
5. Mohan often reaches school (*late, lately*).
6. Mohan has reached school (*late, lately*).
7. The test is drawing (*near, nearly*).
8. The test is (*near, nearly*) over.
9. I got this shirt (*free, freely*).
10. I could get this shirt (*free, freely*).
11. Quinine tastes (*bitter, bitterly*).
12. Ramu runs very (*fast, fastly*).
13. The kite is flying very (*high, highly*).
14. Susan sings (*sweet, sweetly*).
15. Birds are flying (*low, lowly*).

Exercise 3. *Complete the following adverbs :*

soon
comfortably
seriously
well
forth
hard
ill
for
nobly
little
early
soon
much
truly
near

Exercise 4. *Add a* **word** *to each preposition to form an adverb* :

in+ .... = ...

be+ .... = ...

to+ .... = ...

after+ .... = ...

for+ .... = ...

a+ .... = ...

ab+ .... = ...

Exercise 5. *Replace the* **words in italics** *with an* **adverb** *in each sentence* :

1. The firemon fought the fire *in a brave manner.*
2. Sohan was roaming there *without any aim.*
3. James left the room *in a hurry.*
4. The man beat the horse *in a cruel way.*
5. He talked to me *in an angry mood.*
6. You must do your home-work *with care.*
7. The mother was waiting for her son *in anxiety.*
8. The widow was weeping *with bitterness.*
9. They were looking at me *with fixed eyes.*
10. Women generally speak to others *in a polite manner.*
11. I have to say these words *with pain.*
12. People welcomed the leader *with warmth.*
13. Razia ruled her people *like a man.*
14. My father helps the poor *in a generous way.*
15. We faced the danger *with courage*
16. The army advanced *on and on.*
17. The table was lying *in front of the chair.*
18. All in the family are *kin to each other.*

Exercise 6. *Use the following words as* **adjectives** *as well as* **adverbs** :

better	help	long	little	hard
near	high	early	late	fast

CHAPTER 24

THE PREPOSITION

The word preposition (*pre + position*) means a *position before a thing or word* etc.

Observe the following sentences :

1. Place these *books* **on** the *table.*
2. His uncle *deals* **in** *cloth.*
3. She is very *fond* **of** *coffee.*
4. The capseller *rested* **beneath** a shady *tree.*
5. There is a narrow *bridge* **across** the *river.*
6. The crow is *sitting* **at** the *tree-top.*
7. We *sleep* **during** the **night**.
8. This mischief was *done* **by** *him.*
9. My uncle sent a *watch* **for** *me.*

Each of the words in bold type is used *before* a noun or a pronoun which is its **object.** Again each word in bold type shows the relation of its object to some other word in the sentence :

1. The word—**on**—shows the relation of its object—*table*—with the word—*books*—which is a noun.
2. The word—**in**—shows the relation of its object—*cloth*—with the word—*deals*—which is a verb.
3. The word—**of**—shows the relation between its object—*coffee*—and the word—*fond*—which is an adjective.
4. The word—**beneath**—shows the relation of its object—*tree*—with the word—*rested*—which is a verb.
5. The word—**across**—shows the relation between its object—*river*—and the word—*bridge*—which is a noun.
6. The word—**at**—shows the relation between its object—*tree top*—and the word—*sitting*—which is a verb.
7. The word—**during**—shows the relation between its object—*night*—and the word—*sleep*—which is a verb.

8. The word—**by**—shows the relation between its object—*him*—and the word—*done*—which is a verb.
9. The word—**for**—shows the relation between its object—*me*—and the word—*watch*—which is a noun.

As all these words in bold type are positioned just before their objects, they are called **prepositions**.

A preposition is a word placed before a noun or a pronoun to show its relation with some other word in the sentence.

KINDS OF PREPOSITIONS

Prepositions fall into three chief classes :

1. Simple Prepositions
2. Compound Prepositions
3. Participle Prepositions

SIMPLE PREPOSITIONS

These prepositions are simple short words that have each an independent form. They have not been derived from any other words ; as—

at, by, for, from, in of, off, on, out, up, down, with, through, over, under, near, to, till, since etc.

COMPOUND PREPOSITIONS

These prepositions are compound words that have been formed by putting up prefixes to some nouns or pronouns ; as—

above
beneath
into
about
between
outside
before
beyond
within
below
across
without
behind
inside
until

Note. Most of these compound prepositions are used as adverbs too. You have read about them in the previous chapter.

PARTICIPIAL PREPOSITIONS

These prepositions are words that are, in fact, present participles. They are used as prepositions in practice ; as—

during
regarding
considering
pending
owing
concerning

PREPOSITIONS USED AT THE END

We know that a preposition is generally used before its object. But there are a few exceptions to this rule. You must know them.

A preposition comes at the end—

(*a*) *When its object is the relative pronoun* **that** ; as—

1. Here is the pen *that* you were looking **for.**
2. This is the school *that* she reads **in.**

(*b*) *Whenever this relative pronoun is omitted* ; as—

1. This is the book I was talking **of**
2. Here comes the man you spoke **about.**

(*c*) *When the object is an interrogative pronoun or adverb* ; as—

1. *What* were you searching **for** ?
2. *Whom* are you looking **for** ?
3. *Where* does this road lead **to** ?

(*d*) *When a preposition is used with an infinitive* ; as—

1. A knife is *to cut* **with.**
2. Have you a house *to live* **in** ?

PREPOSITIONAL PHRASES

There are groups of words each of which has one or two prepositions as its part. Besides, the group has the collective force of a single preposition. Such groups of words are called **prepositional phrases** ; as—

according to
in spite of
owing to
instead of
in order to
by means of

Learn these prepositional phrases and their use :

1. **at home in**—good at

   Mohan is quite *at home in* Mathematics.

2. **at the top of**—at the upper limit

   The shepherd cried *at the top of* his voice for help.

3. **at the risk of**—taking the danger

   I saved the drowning child *at the risk of* my own life.

4. **according to**—as stated by

   You muct act *according to* his advice.

5. **because of**—it being the cause

   I could not come *because of* heavy rush of work.

6. **by dint of**—by force of

   He stood first *by dint of* hard work.

7. **by means of**—using

   I got onto the roof *by means of* a ladder.

8. **for want of**—because of the lack of

   His factory failed *for want of* funds.

9. **in front of**—before

   There is a banyan tree *in front of* our school.

10. **in honour of**—to celebrate

    I arranged a party *in honour of* my birthday.

11. **in search of**—searching for

    The crow flew hither and thither *in search of* water.

12. **in spite of**—despite

    In spite of old age, he can run fast.

13. **instead of**—in place of

    You can take this book *instead of* that.

14. **in the guise of**—disguised as

    The king roamed at night *in the guise of* a sadhu.

15. **in the hope of**—hoping that

    She worked harder *in the hope of* winning a prize.

16. **in regard to**—about

    What are your views *in regard to* slavery ?

17. **on account of**—because of

    His health has broken down *on account of* over-work.

18. **on the point of**—just near

    The old man is just *on the point of* death.

EXERCISES

Exercise 1. *Fill up each blank with a suitable preposition :*

1. The books are lying..the table.
2. I went..the canal yesterday.
3. I have replied.. ....her letter.
4. My friend was sitting.............. ....me.
5. The table is lying..two chairs.
6. The cat jumped..the wall.
7. The stream flows..the bridge.
8. The traveller sat..a tree.
9. Put the milk..the jug.
10. The farmer tied the cow..a rope.
11. I was born..................Jullundur....................Punjab.
12. The lamb looked around..fear.

Exercise 2. *What is a preposition ? How many kinds has it ? Give three examples of each.*

Exercise 3. *Use these prepositional phrases in your own sentences :*

in honour of
by dint of
in search of
at the top of
according to
instead of
on the point of
at home in
in spite of
on account of
in front of
by means of

Exercise 4. *Choose the* **correct preposition** *from within the brackets :*

1. I caught Sohan (*by*, *from*) the neck.
2. The leaves of trees fall (*from*, *off*) in autumn.
3. They have invited us (*for*, *to*) tea.
4. The boys left the room one (*by*, *after*) one.
5. We shall go to school (*on*, *by*) foot.
6. He comes to school (*in*, *by*) bus.
7. She is proud (*of*, *at*) her beauty.
8. I am ashamed (*at*, *of*) my behaviour.
9. You have no taste (*in*, *for*) music.

Exercise 5. *Use these* **prepositions** *in sentences :*

during
inside
above
owing
within
before
through
regarding

CHAPTER 25

THE CONJUNCTION

The word **conjunction** (*con+junction*) means *joining together.*

Observe the following :

1. *Anil* **and** *Atul*
2. *Of the people* **and** *for the people*
3. *He is poor* **yet** *he is honest.*

Each word in bold type does the work of a **link**. It joins together *words* (sentence 1), *phrases* (sentence 2) and *sentences* (sentence 3). Such like-words are called **conjunctions.**

A conjunction is a word that joins together words, phrases, clauses or sentences.

KINDS OF CONJUNCTIONS

We have learnt that conjunctions are joining words and that they join words, phrases or sentences. Now, these words, phrases or sentences can be of two kinds :

(*a*) **of the same order,** *i.e.*, of equal rank or *co-ordinate* ; **as—**

1. *Ram* **and** *Sham*
2. *He is poor* **yet** *he is honest.*

(*b*) **of different orders,** *i.e.*, of unequal ranks. So, one must be of a higher rank and the other of a lower rank. In other words, one must be *sub-ordinate* to the other ; as—

I shall come if *you invite me.*

Accordingly, the conjunctions are of two kinds too :

1. Co-ordinate Conjunctions
2. Sub-ordinate Conjunctions

CO-ORDINATE CONJUNCTIONS

A co-ordinate conjunction is one that joins together co-ordinate words, phrases or sentences (**clauses**) ; as—

1. *Two* **and** *two* make four.
2. *Pay the fine* **or** *go back home.*

Co-ordinate conjunctions have **four sub-kinds** :

1. CUMULATIVE CONJUNCTIONS

Observe the following sentences :

1. I went to the bazaar **and** bought books.
2. Ram, Sham **and** Harnam are friends.
3. The robbers looted the traveller ; **also** they beat him.
4. He is intelligent ; he is hardworking **too**.
5. I **as well as** you am guilty.

All the words in bold type join co-ordinate words or sentences etc. with a sense of **addition** or **cumulation**. So, they are called **cumulative conjunctions**.

2. ALTERNATIVE CONJUNCTIONS

Observe the following sentences :

1. Work hard **or** you will fail.
2. Leave the room **otherwise** I shall beat you.
3. Behave yourself **else** you will suffer.

All the words in bold type join co-ordinate sentences offering a **choice** or **alternative**. So, they are called **alternative conjunctions**.

3. ADVERSATIVE CONJUNCTIONS

Observe the following sentences :

1. He is poor **yet** he is honest.
2. Ram is fat **but** his brother is slim.
3. She is charming **still** she is not proud.
4. The good love God **while** (*whereas*) the bad love money.
5. Do what you like : **only** don't disturb me.
6. Everyone is against you ; **however** you are firm.

All the words in bold type join co-ordinate sentences with a sense of **contrast** or **adverse** (*opposite*) meaning. So, they are called **adversative conjunctions**.

4. ILLATIVE CONJUNCTIONS

Observe these sentences :

1. It is time to play, **so** let us begin.
2. He was guilty **therefore** he was punished.

3. Take this medicine **for** you are unwell.
4. ABC is an equilateral triangle ; **hence** its sides are equal.

All the words in bold type join sentences with a sense of **inference** or **proof** or **illation**. So, they are **illative conjunctions.**

EXERCISES

Exercise 1. *Underline the* **conjunction** *in each sentence. State whether it is* **sub-ordinate** *or* **co ordinate** :

1. The sun set and darkness fell.
2. I shall write to you when I reach Agra.
3. Anil has passed but his sister has failed.
4. You may go wherever you like.
5. You are poor yet you are honest.
6. The widow must weep or she will die.
7. Be quick otherwise you will miss the train.
8. I could not help you because I was ill.
9. Attend the class or pay the fine.
10. I met him while I was going to school.
11. Act wisely else you will have to repent.
12. He is not happy though he is rich.

Exercise 2. *Fill up each blank with a suitable* **conjunction** *as required*:

1. I must help him ....he is my friend. (*sub ordinate*)
2. Two ....three make five. (*co-ordinate*)
3. It is time to go ; let us move................... (*co-ordinate*)
4. You must think.........................you speak. (*sub ordinate*)
5. I could not attend my class......I was late. (*sub-ordinate*)
6. You are tired ....you are working. (*co-ordinate*)
7. You must die.........................you lie. (*sub-ordinate*)
8. She is more charming.............her sister (*sub ordinate*)
9. She is pretty...............her sister is ugly. (*co- ordinate*)

Exercise 3. *Underline the* **co-ordinate conjunction** *in each sentence. State its* **kind** *too* :

1. Trust in God and do the right.
2. He is intelligent but his brother is dull.
3. Work hard else you will fail.
4. He was insulted so he felt pained.
5. I as well as you am to blame.

6. He did the mischief, therefore he was punished.
7. Act wisely or you will suffer.
8. I know you but I do not know your name.
9. It became dark, so we could not play.
10. Be prepared for war or suffer a defeat.
11. The wind was against me ; nevertheless I pedalled on.
12. She was abused as well as beaten.

Exercise 4. *Join each pair of sentences through a* **co-ordinate conjunction.** *State its kind also* :

1. He is a big man. He is very humble.
2. She did not work hard. She failed.
3. Mohan is intelligent. He is diligent.
4. You must be quiet. You must leave.
5. The teacher was teaching. The students were talking.
6. He is rich. He is greedy.
7. Heed my warning. You will land in trouble.
8. Our car was damaged. We escaped unhurt.
9. He was very angry. He kept calm.

Exercise 5. *Fill up each blank with an appropriate* **co-ordinate conjunction** :

1. Be of.......................................I shall knock you down.
2. He shirks his lessons.................................. he must fail.
3. He is a millionaire......................................he is greedy.
4. Jack is honest...................................Jill is dishonest.
5. Run faster.................................you will lose the race.
6. He has lost his purse .... he is sad.
7. He played very well...............................he lost the game.
8. I got a prize ....a merit certificate.
9. I went to the market..........................bought a new pen.

Exercise 6. **1.** *Define and give examples of* :

(*a*) a conjunction
(*b*) a co-ordinate conjunction
(*c*) a sub-ordinate conjunction

2. *Name the four kinds of co-ordiante conjunction and explain them through examples.*

SUB-ORDINATE CONJUNCTIONS

A sub-ordinate conjunction is one that joins two clauses of unequal rank—one being subordinate to the other.

These conjunctions express *time*, *place*, *manner*, *comparison*, *cause*, *result*, *purpose*, *condition* or *contrast* etc.

A. TIME

Observe these sentences :

1. Wait here **till** I return.
2. Leave the room **before** my daddy comes.
3. I shall write to you **when** I reach Agra.
4. The doctor came **after** the patient had died.

All the words in bold type are conjunctions joining clauses of unequal rank. The second part of each sentence is dependent on the first. These conjunctions denote **time**. So, they are **sub-ordinate conjunctions of**—*Time*.

B. PLACE

Observe these sentences :

1. I shall come **where** you want me to come.
2. I shall follow you **wherever** you go.
3. Let me know **whether** he has gone ?

All the words in bold type are sub-ordinate conjunctions. They denote **place**. So they are **subordinate conjunctions of**—*Place*.

C. MANNER OR EXTENT

Observe these sentences :

1. You shall reap **as** you sow.
2. He is a good man **as** I know him.
3. She acted **as** I told her.
4. This is **how** you should do it.

All the words in bold type are sub-ordinate conjunctions. They denote **manner** or **extent**. So, they are **sub-ordinate conjunctions of** *Manner* or *Extent*.

D. COMPARISON

Observe the sentences :

1. He is bold **as** a lion.
2. Sohan is wiser **than** Mohan.

All the words in bold type are sub-ordinate conjunctions denoting **comparison**. So, they are **sub-ordinate conjunctions** of—*Comparison.*

E. CAUSE

Observe these sentences :

1. He stood first **because** he worked very hard.
2. I could not come to you **since** I was unwell.
3. I was absent **for** I was down with fever.

All the words in bold type are sub-ordinate conjunctions denoting **causs** or **reason.** So, they are **sub-ordinate conjunctions of**—*Cause.*

F. RESULT

Observe these sentences :

1. He is so tired **that** he cannot walk anymore.
2. This is such a fault **that** nobody can pardon it.

The word—**that**—is a sub-ordinate conjunction that denotes **result**. So, it is **sub-ordinate conjunction of**—*Result.*

G PURPOSE

Observe these sentences :

1. He worked hard **that** he might pass.
2. Walk fast **lest** you should miss the train.

All the words in bold type are sub-ordinate conjunctions denoting **purpose**. So, they are **sub-ordinate conjunctions of**—*Purpose.*

H. CONDITION

Observe these sentences :

1. We shall go for a walk **if** it is fine.
2. You cannot succeed **unless** you work hard.
3. You will get the job **provided** he helps you.

All the words in bold type are sub-ordinate conjunctions denoting **condition**. So, they are **sub-ordinate conjunctions of** *Condition.*

I. CONTRAST

Observe these sentences :

1. He is honest **though** he is poor.
2. He cannot pass **however** hard he may try.

All the words in bold type are sub-ordinate conjunctions denoting **contrast**. So, they are **sub-ordinate conjunctions of**—*Contrast.*

EXERCISES

Exercise 1. *Underline the* **sub-ordinate conjunction** *in each sentence. Also mentain* **what it denotes** :

1. I have not made a fire though it is very cold.
2. You must pack your luggage before it is ten.
3. I cannot go out as it is cloudy.
4. I can go with you provided I am well.
5. We eat that we may live.
6. We reached the station after the train had left.
7. Dilawar is bold as a lion.
8. Sarita is slimmer than Sarla.
9. I will follow you where you go.
10. I shall not help you unless you behave yourself
11. Wait here with this pigeon till I return.
12. I cannot act as you bid me.

Exercise 2. *Fill up each blank with a suitable* **sub-ordinate conjunction. State the kind of each** :

1. He will help you..................................you go to him.
2. The task was so tough ....nobody could do it.
3. The child did not stop crying.......................it got a toy.
4. We shall sleep indoors.............................it is cold outside.
5. Walk fast...................................... you should be late.
6. I could not come......................I had an urgent work to do.
7. Clear off from here.................................the officer comes.
8. Banda Bahadur was bold.................................. a lion.
9. She spoke loudly...she was drunk.
10. Kamla is taller...her mother.

CHAPTER 26

THE INTERJECTION

The word **interjection** means *sudden interference.*

While speaking, we sometimes **interject** words that startle the hearer. These words come right from the heart of the speaker and express sudden feelings of the mind. They may express—**joy, grief, surprise, approval, rebuke, attention** or **hatred** etc.

Observe the following sentences :

1. **Hurrah** ! daddy has come. *(joy)*
2. **Alas** ! my mother is no more. *(grief)*
3. **Ha** ! what a lovely child ! *(surprise)*
4. **Bravo** ! a fine hit. *(approval)*
5. **Fie** ! how disgraceful ! *(rebuke)*
6. **Lo** ! there comes mummy. *(attention)*
   Hush ! the patient is asleep ! (,,)
7. **Pooh** ! what a dirty dress ! *(hatred)*

All the words in bold type are **exclamation** that express sudden feeling of the mind. They are called **exclamations** or **interjections**.

An interjection is a word expressing a sudden feeling of the mind.

Each exclamation has a mark of exclamation (!) after it.

Exclamations may express **blessings, wishes** or **prayers** ; as—

1. May you be ever happy !
2. If I were a millionaire !
3. May God bless you with a son !

EXCLAMATIONS TO STATEMENTS

1. What a lovely flower it is ! *(exclamation)*
   It is a very lovely flower. *(statement)*
2. Hurrah ! we have won the match. *(exclamation)*
   We are happy that we have won the match. *(statement)*
3. May you be successful ! *(exclamation)*
   I pray to God to make you successful. *(statement)*

EXERCISES

Exercise 1. *What feeling is expressed by each interjection* :

1. Alas ! we are undone. ....
2. Bravo ! my boy ! ....
3. Hello ! how are you ? ....
4. Ha ! what a lovely lake ! ....
5. If I had been king ! ....
6. Oh for a glass of water ! ....
7. Fie ! woe on you for doing it. ....
8. Good God ! what shall I do with it. ....
9. Would that I were a minister ! ....
10. Pooh ! what a dingy room ! ....
11. Lo ! the last bell has gone. ....
12. Hurrah ! we have won the match. ....

Exercise 2. *Change each exclamation into a* **statement** :

1. Alas ! my brother is no more.
2. Ha ! how beautiful a spring !
3. May you prosper in life !
4. Hurrah ! I have stood first.
5. Fie ! how dishonest of you !
6. Pooh ! what a dirty child !
7. Hush ! the baby is sleeping
8. Long live our leader !
9. Ah ! I am ruined.

Exercise 3. *Change each statement into* **an exclamation**

1. He is a big rogue.
2. I pray to God to bless you with a son.
3. The princess is wonderfully charming.
4. I am ruined that my daddy is no more.
5. I pray for your long life.
6. You are so dirty that I hate you.
7. He is an abominable cheat.
8. I am very happy that we have a holiday tomorrow.
9. Be silent, a policeman is coming.

UNIT III

CHAPTER 27

THE SAME WORD USED AS DIFFERENT PARTS OF SPEECH

There are several words which are commonly used as different parts of speech.

1. book
Noun : I have gone through this book.
Adjective : I bought it from a book stall.
Verb : Get your luggage booked soon.

2. above
Noun : Petals were showered from above.
Adjective : Read the above passage again.
Adverb : Just see above, please.
Preposition : At noon the sun is above our heads.

3. near
Noun : Look at the picture from near.
Adjective : He is a near relative of mine.
Adverb : Come near me if you dare.
Preposition : The dog is sitting near the gate.

4. Better
Noun : Respect your betters.
Adjective : This is a better plan than that.
Verb : He bettered his own previous record.
Adverb : I must do better this time.

5. down
Noun : The pillow is full of down.
Adjective : All down trains are coming late today.
Verb : The carpenter downed his tools.
Adverb : Down went the ship.
Preposition : The boat sailed down the river.

6. **all**

Noun : He lost his all in gambling.
Adjective : All men are mortal.
Adverb : All good persons are loved by God.

7. **round**

Noun : Wait for me near the traffic round.
Adjective : Round things can move easily.
Adverb : The earth is spinning round like a top.
Verb : The police rounded up all bad characters.
Preposition : The storm is just round the corner.

8. **well**

Noun : He got a well sunk.
Adjective : Well water is fresh and sweet.
Verb : Tears welled up in her eyes.
Adverb : He fared well in the test.
Conjunction : Well ! I won't come to you at all.

9. **close**

Noun : The meeting came to a close.
Adjective : He is a close relative of mine.
Verb : Our school closes at 4 p.m. in winter.
Adverb : Come close, please.

10. **face**

Noun : Face is an index of the mind.
Adjective : This is a good face powder.
Verb : Learn to face dangers manfully.
Adverb : We were sitting face to face.

11. **fine**

Noun : He had to pay a heavy fine.
Adjective : What a fine horse it is !
Verb : The headmaster punished as well as fined me.
Adverb : Talk fine or be away.

12. **hand**

Noun : We work with our hands.
Adjective : The water of this hand-pump is very sweet.
Verb : He has handed over the charge.
Adverb : Duties and rights go hand in hand.

13. long

Noun : I shall come back before long.
Adjective : This is a very long story.
Verb : I longed to be back home.
Adverb : I cannot wait here long.

14. Right

Noun : Freedom is our birth-right.
Adjective : Raise your right hand.
Verb : You must right every wrong.
Adverb : You must serve him right.

15. Still

Noun : There is perfect still at midnight.
Adjective : A still child was born to her.
Verb : The medicine could not still the pain.
Adverb : Sit still, please.
Conjunction : You are tired ; still you are working.

16. after

Adjective : Weakness is the after-effect of the disease.
Adverb : Let him go. It is no use running after.
Preposition : The cat ran after the rat.
Conjunction : The doctor came after the patient had died.

17. stone

Noun : The wall is made of stone.
Adjective : Stone walls are better than brick walls.
Verb : People stoned the mad dog to death.

18. time

Noun : Never waste your time.
Adjective : Where is your time-table ?
Verb : He has wisely timed his visit.

19. top

Noun : He shouted at the top of his voice.
Adjective : The bus was running at top speed.
Verb : He has topped the list of first divisioners.

20. while
Noun : Wait here for a while.
Verb : Never while away your time.
Conjunction : We worked while others slept.

21. wrong
Noun : You have done a grave wrong.
Adjective : This is a wrong answer.
Verb : I have never wronged any person.
Adverb : Everything went wrong.

22. past
Noun : Never repent of your past.
Adjective : Forget your past mistakes.
Adverb : She is past seventy.
Preposition : The scooterist drove past the police-station.

23. master
Noun : The dog is very faithful to its master.
Adjective : It is according to the Master Plan.
Verb : Master this lesson carefully.

24. only
Adjective : She is my only daughter.
Adverb : He was only too glad to hear it.
Conjunction : Do anything ; only keep quiet.

25. iron
Noun : Iron is the most useful metal.
Adjective : This is an iron ball.
Verb : The dhobi is ironing my shirt.

26. little
Noun : Many a little makes a mickle.
Adjective : Susan is a lovely little girl.
Adverb : He knows little about it.

27. love
Noun : True love is a great virtue.
Adjective : Films show love stories mostly.
Verb : Parents love their children.

28. while

Noun : I talked to him for a while.
Verb : Don't while away your time.
Conjunction : We worked while others slept.

29. call

Verb : Call in the doctor.
Noun : I got a telephone-call from him.
Adjective : The call-bell is on the table.

30. back

Noun : He was stabbed in the back.
Adjective : She came in through the back door.
Verb : We must always back the right.
Adverb : Call him back.

EXERCISES

Exercise 1. *Use the following words—*

(*a*) *as* **nouns** :

call
last
good
above
round
close
all
light
better
fair
walk
much
fast
wrong
still

(*b*) *as* **verbs** :

back
water
still
desert
pocket
near
fare
fast
till
last
wrong
spring
round
well
light

(*c*) *as* **adjectives** :

calm
enough
spring
back
all
that
head
light
book
like
after
master
much
call
love

(*d*) *as* **adverbs** :

after
still
round
back
well
near
only
enough
above
close
fast
foul
fast
light
long

(*e*) *as* **prepositions** :

after
past
down
round
before
above
except
till
near
since

(*f*) *as* conjunctions

as before but while only

since still that till after

Exercise 2. *Every sentence has an* **italicised** *word. What part of speech is it ?*

1. Rain falls from *above*. ....
2. He sacrificed his *all* for the country. ....
3. He has laboured *enough*. ....
4. Always travel *light*. ....
5. The Muslims bury their *dead*. ....
6. We have faster means of *travel* these days. ....
7. We have *enough* and to spare. ....
8. You have done *much* for me. ....
9. The *then* king was very kind. ....
10. Tears will *well* up in her eyes. ....
11. *Well* ! I will never talk to you. ....
12. *Spring* at your enemy like a lion. ....
13. If you must, *travel* light. ....
14. *Well* water is fresh and sweet. ....
15. Bob *lighted* a match stick. ....
16. *Light* food keeps one healthy. ....
17. Travel *light*, if you must. ....
18. The policeman passed *past* my house. ....
19. My watch keeps *correct time*. ....
20. *Correct* this sentence. ....
21. Your answer is quite *correct*. ....
22. *Sweets* are liked by all. ....
23. *Sweet* talk pleases everyone. ....
24. Sheela sings very *sweet*. ....
25. Do what you like ; *only* don't disturb me. ....
26. She is rich *enough* to buy a car. ....
27. The fisherman bought home a good *catch*. ....
28. There was perfect *calm* in the town. ....
29. *Quiet* dogs are often dangerous. ....
30. Sit *calm* and quiet. ....

CHAPTER 28

ANALYSIS OF SIMPLE SENTENCES

We studied about the two chief parts of a simple sentence—**Subject** and **Predicate** in the previous year. Let us try to know about the construction of a simple sentence in detail.

SUBJECT AND ITS PARTS

SUBJECT PROPER

We know that the subject of a sentence generally comes in the beginning of the sentence. It is a **noun** or a **pronoun** or a **noun equivalent**. It may be in one of the following forms :

1. **Akbar** was a great emperor. (*Noun*)
2. **He** is a man with great courage. (*Pronoun*)
3. **Swimming** is a good exercise. (*Gerund*)
4. **To err** is human. (*Infinitive*)
5. **The poor** are generally honest. (*Adjective*)

ENLARGEMENT OF THE SUBJECT

Some word or words attached to the *Subject Proper* may be there. They can be articles, adjectives, possessive words, infinitives or phrases etc. These additions to the Subject Proper are called **enlargement of the subject**. The enlargement can be in any of the following forms :

1. **A** king is a great person. (*Article*)
2. **Wealthy** persons are seldom honest. (*Adjective*)
3. **Mohan's** uncle is a great man. (*Possessive Word*)
4. A desire **to learn** is always good. (*Infinitive*)
5. Akbar, **the great**, was very generous. (*Phrase*)

EXERCISES

Exercise 1. *Underline the* **Subject Proper** *in each sentence* :

1. The workers struck work.
2. We must love our country.
3. Dinu rang the bell.
4. You did not help us at all.

5. Wake up early.
6. Thank you.
7. It will cost a lot of money.
8. Down fell Jack.
9. Up went the kite.
10. Sohan loves music and dance.
11. His brother is a big officer.
12. The people of this village are gentle.
13. The vain stag was foolish also.
14. The hare led the lion to a well.
15. The lark is a very cheerful bird.

Exercise 2. *Pick out the* **enlargement of subject** *in each sentence.*

1. A bath is necessary for everyone daily.
2. Honest persons are generally happy.
3. Standing water becomes dirty.
4. Wise and active boys do not waste their time.
5. A hope to win gives great courage.
6. The man with a white cap is a thief.
7. Dr. Radhakrishnan, our President, was a philosopher.
8. The boy with a big head is my nephew.
9. Birds of a feather flock together.
10. Each child wants some more pudding.
11. Stone walls do not make a prison.
12. A thing of beauty is a joy for ever.
13. Failed students can reappear in the test.
14. Mohan, the monitor of the class, is a strong boy.
15. The late Sardar Patel was a man of steel.

PARTS OF THE PREDICATE

The Predicate may consist of a word or many words. It has the verb as its central word. It may have its own enlargement through some *adverb* or *adverb phrase.*

Then there is the **object**. No, there can be two objects also for the same verb. This object or objects may have their *enlargement too.*

THE VERB

We know that no sentence can exist without a verb. The verb can have its enlargement in the following forms :

1. The horse **ran** *fast.*
2. *When* **will** he **come** ?
3. This **is** very *annoying.*
4. The judge **felt** *displeased.*
5. This rich man **lives** *a miser.*
6. He **wanted** me *to return.*
7. *Weather premitting,* we **will come** *to you.*

All the words in bold type are *Verbs.* Each sentence revolves round its verb. The words in italics are additions to verbs. They are *enlargements of the verbs.* Each of them is called **extension of the predicate.**

EXERCISES

Exercise 1. *Pick out the* **verb** *in each sentence* :

1. Wait for a while.
2. The teacher taught us a lesson.
3. Children are after all children.
4. God is the Father of all.
5. The general ordered a march.
6. Mohan's book is missing.
7. Parents love their children.
8. Manohar is very intelligent.
9. We had a very sound sleep.

Exercise 2. *Pick out* **extension of the predicate** *in each sentence* :

1. Our jawans fought well.
2. He works very sincerely.
3. He died a mad man.
4. Susan dances gracefully.
5. The horses ran side by side.
6. Everybody wishes to prosper.
7. Having finished the work, they went home.
8. Pray to God to help you.
9. Where do you live ?

OBJECT

The object, too, is a **noun**, a **pronoun** or a **noun equivalent** just like the subject. It may take one of the followings forms :

1. Pt. Nehru loved **children**. (*Noun*)
2. They deceived **me**. (*Pronoun*)
3. The rich must help **the poor**. (*Adjective*)
4. Nobody wishes **to die**. (*Infinitive*)
5. He is given to **cheating**. (*Gerund*)
6. I did not know **what to do**. (*Phrase*)
7. Florence nursed **the wounded**. (*Past Participle*)

ENLARGEMENT OF THE OBJECT

An *object*, too, can have its enlargement like the subject. This enlargement may be in any of the following forms :

1. This is an **interesting** story. (*Adjective*)
2. That is **my** pen. (*Possessive Word*)
3. I was the principal **of the school**. (*Phrase*)
4. They gave him money **to spend**. (*Infinitive*)
5. Androcles saw the **limping** lion. (*Participle*)

Sometimes a sentence may have two objects—one *direct* and the other *indirect*. Observe *Sentence No. 4* above.

him and *money* are both objects.

money is the direct object while *him* is the indirect object.

Remember that the direct object refers to a thing while the indirect object to a person.

EXERCISES

Exercise 1. *Pick out the* **object** *or* **objects** *in each sentence. Say which is the direct and which the indirect one* :

1. The teacher taught us a lesson.
2. My uncle bought me a new bike.
3. My father sent me a pen.
4. The farmer sowed the crop.
5. She bought apples and mangoes.
6. My friend sent me a birthday present.

7. The teacher gave us a test.
8. Mother cooked food for the family.
9. Who stole my book ?
10. Did you give him money ?
11. The king passed an order.
12. My friend invited me to his birthday-party.

Exercise 2. *Underline* **enlargement of the object** *in each sentence* :

1. You must avoid bad persons.
2. She has not paid her fees.
3. Fools build castles in the air.
4. We rented a two-storey house.
5. We must learn to obey law.
6. I met a dirty boy.
7. I know Mohan, your nephew.
8. Lend me your watch kindly.
9. They met the captain of the team.
10. The peon found Prem's satchel.
11. I have no money to spend.
12. She bought many articles.

COMPLEMENT

Some verbs are of *incomplete predication.* They need some words to complete the predicate. These *needed words* are called the **complement.**

Common verbs that take complement after them are **to be** (*is, am, are, was, were etc*), **become, appear, seem, look, turn, grow, smell, fall, feel, make, choose, select, find, think, consider, take, keep, elect, name, appoint, call, fill, see, wish** etc.

A complement may be in one of the following forms :

1. Susan is **a teacher.** (*Noun*)
2. Oranges are **sour.** (*Adjective*)
3. Who is **there** ? (*Adverb*)
4. It is **I.** (*Pronoun*)
5. Sohan looks **worried.** (*Participle*)
6. This house is **to let.** (*Infinitive*)
7. Fill the jug **with milk.** (*Phrase*)

Some verbs take objects after them but still they need com**plements** too. Such complements are called **Objective Complements. Study the** following sentences :

1. They made him **their captain.**	(*Noun*)
2. The judge found him **guilty**.	(*Adjective*)
3. They saw me **stealing the ring**.	(*Participle*)
4. The teacher made us **laugh**.	(*Infinitive*)
5. The farmers grow rice **in fields**.	(*Phrase*)

EXERCISES

Exercise 1. *Point out* **subjective** *and* **objective complements** *in each of the following sentences* :

1. Mr. Suresh is a lawyer.
2. He is blind of one eye.
3. The baby is asleep.
4. The hunter set the pigeon at liberty.
5. The workers elected him their leader.
6. She looks sad.
7. The mother found the baby weeping.
8. This sad news filled her with grief.
9. She called me bad names.
10. He named his son Kapil.
11. She seems to be indisposed.
12. The old man looks puzzled.
13. Your hair have turned grey.
14. This happening made him repent.
15. The jury announced him guilty.
16. We saw him running.
17. I made the horse drink water.
18. All of us are here.

ANALYSIS

In the light of the facts studied above, we can clearly see that a simple sentence may have all or a few of the following seven parts :

1. Subject
2. Enlargement of the Subject
3. Verb
4. Object
5. Enlargement of the Object
6. Complement
7. Extension of the Predicate.

On the front page, six model simple sentences are analysed.

ANALYSIS

1. Akbar, the Great, has been a big emperor.
2. All students beat the mad dog with a stick.
3. The street dog barked at the beggar.
4. How will you solve this difficult sum ?
5. People of India elected Mr. Nehru their leader.
6. Tell them to *wait* outside.

	SUBJECT		*PREDICATE*				
	Subject Proper	*Enlargement of the Subject*	*Verb*	*Object*	*Enlargement of the Object*	*Complement*	***Extension of the Predicate***
1.	Akbar	the Great	has been	—	—	a big emperor	—
2.	Students	All	beat	dog	the, mad	—	with a stick
3.	Dog	The, street	barked	—	—	—	at the beggar
4.	you	—	will solve	problem	this difficult	—	How
5.	People	of India	elected	Mr. Nehru	—	their leader	—
6.	(You)	—	tell	them	—	—	to wait outside

EXERCISES

Exercise 1. *Answer these questions* :

1. Which two chief parts does a simple sentence have ?
2. How many parts may a subject have ? Name them.
3. How many parts may a predicate have ? Name them.
4. (*a*) What is an object ?
   (*b*) What are direct and indirect objects ?
5. What is a complement ? Give examples.
6. List ten common verbs that need complements.
7. What is the difference between a subjective complement and an objective complement ?

Exercise 2. *Analyse the following sentences* :

1. There was pin-drop silence in the class-room.
2. When will you purchase a new television-set ?
3. Can you meet him tomorrow ?
4. Delhi, the capital of India, lies on the bank of the Yamuna.
5. Children shouted at the top of their voice.
6. Always treat a child gently.
7. To run an office needs tact and money.
8. Here comes a poor labourer from Jaipur with his starving family.
9. Hard work does not always bring wealth.
10. My brother does not know how to swim.
11. Ask mother to prepare the lunch.
12. The king decided to marry the beggar-woman.
13. All shepherds tend their flocks near the hill-side.
14. Bad women and watches never agree.
15. Farmers are reaping the ripe harvest in the hot sun.

CHAPTER 29

QUESTIONS AND ANSWERS

Answering questions and *vice versa* is a matter of practice and common sense. It has no set rules. Still the following hints can prove useful :

1. The questions should be such as can have only one answer.
2. The tense of the question and that of the answer must be the same.
3. Do not forget a mark of interrogation after a question.
4. If there can be two answers to a question or two questions to an answer, you must write them both.

ANSWERING THE GIVEN QUESTIONS

I

A. WHO

	Questions	**Answers**
1.	Who are you ?	I am Ashok.
2.	Who is your father ?	Mr. Dass is my father.
3.	Who is your principal ?	Mr. Bose is my principal.
4.	Who is there at the door ?	It is I, Mohan.
5.	Who teaches you English ?	Mr. Sharma teaches us English.
6.	Who was the greatest Mughal ?	Akbar was the greatest Mughal.
7.	Who are you looking for ?	I am looking for Reeta.
8.	Who is he staying with ?	He is staying with his uncle.
9.	Who broke my slate ?	Bittoo broke your slate.

B. WHOM, WHOSE

1.	Whom do you want to see ?	I want to see Mr. Vinod.
2.	Whose son are you ?	I am Mr. Bhanot's son.
3.	Whose book is this ?	It is mine.
4.	Whom should I talk to about it ?	You should talk to Mr. Dut about it ?

5.	Whose slate did you break ?	It was Mohan's.
6.	Whom does this chair belong to ?	It belongs to Shanta.
7.	Whose cow died yesterday ?	It was Kalu's.

C. WHAT

1.	What are you ?	I am a student.
2.	What is your father ?	He is a doctor.
3.	What is your name ?	My name is Rakesh.
4.	What time is it ?	It is half past three.
5.	What day is it today ?	It is Monday.
6.	What day was it yesterday ?	It was Sunday.
7.	What day will it be tomorrow ?	It will be Tuesday.
8.	What do you want ?	I want my pen.
9.	What game do you like best ?	I like football.
10.	What is a knife for ?	It is to cut with.
11.	What is that red building ?	It is the Red Fort.
12.	What colour is your shirt ?	It is sky blue.
13.	What brings you here ?	I have come to see you.
14.	What is she to you ?	She is my cousin.
15.	What make is your watch ?	It is an H.M.T. watch.
16.	What did this pen cost you ?	It cost me five rupees.
17.	What makes you laugh ?	I laugh at his funny dress.
18.	What do you write with ?	I write with a pen.

D. WHICH, WHERE, WHY

1.	Which school do you read in ?	I read in Modern School.
2.	Which class do you read in ?	I read in class VIII.
3.	Which of the two sisters is the prettier ?	Sita is the prettier.

4.	Which town do you live at ?	I live at Agra.
5.	Which of these boys is your brother ?	Kamal is my brother.
6.	Which is your favourite subject ?	Mathematics.
7.	Which is your native place ?	Meerut in Uttar Pradesh.
8.	Where do you live ?	I live at Punjabi Bagh.
9.	Where were you yesterday ?	I was out of station.
10.	Where will you pass your summer vacation ?	At Simla.
11.	Where is your pen ?	It is here in my pocket.
12.	Where are you putting up ?	At the Ashoka Hotel.
13.	Why are you late ?	My bike got out of order on the way.
14.	Why did the teacher punish her ?	She was making a noise.
15.	Why did he fail ?	Because he did not work hard.
16.	Why should we take exercise daily ?	To keep fit.
17.	Why were you absent yesterday ?	Because I was unwell.
18.	Why is the baby crying ?	Because it is hungry.

E. HOW

1.	How old are you ?	I am ten years old.
2.	How are you ?	I am quite well.
3.	How do you feel here ?	Quite at home.
4.	How is your father now ?	He is better now.
5.	How do you come to school ?	By bus.
6.	How did you solve this sum ?	By Unitary Method.
7.	How many brothers have you ?	I have two brothers.

8.	How many brothers are you ?	We are three brothers.
9.	How many sisters have you ?	I have one sister.
10.	How many sisters are you ?	We are two sisters.
11.	How many days make a week ?	Seven.
12.	How many days make a month ?	Thirty or thirty one.
13.	How many months are there in a year ?	There are twelve months in a year.
14.	How many students has your class ?	It has 30 students.
15.	How often do you take tea daily ?	Twice daily.
16.	How often a month do you see a movie ?	Four times a month.
17.	How far is your school from your house ?	About 2 kilometres.
18.	How much milk can you take ?	Half a litre.
19.	How long have you been here ?	For three years.
20.	How does the moon shine ?	With sunlight.
21.	Who landed on the moon first ?	The Amercian.

E. WHEN

1.	When were you born ?	In 1967.
2.	When do you get up ?	At 5 a.m.
3.	When do you go to bed ?	At 10 p.m.
4.	When does your school start ?	At 10 p.m.
5.	When is your school over'	At 4 p m.

6.	When will your test begin ?	On Monday next.
7.	When will you see me again ?	After a week.
8.	When will you return my book ?	In two or three days.
9.	When should I see you again ?	On 15th instant.

II

1.	Are you in time ?	Of course. No, I am late by 5 minutes.
2.	Is she a good girl ?	Yes, she is. No, she isn't.
3.	Are you afraid of me ?	No, not at all. Yes, I am.
4.	Do you go for a walk daily ?	Yes, I do. No, I do'nt.
5.	Didn't you hear this news ?	Yes, I did. No, I didn't.
6.	Can you solve this sum ?	Yes, I can. No, I can't
7.	May I take your pen ?	Yes, very gladly.
8.	Have you two books ?	Yes, I have two. No, I have four.
9.	Do you smoke ?	No, never. Yes, I do but off and on.
10	Would you have a cup of tea ?	No, thanks. Yes, I'd have.
11.	Could you dine with me today ?	Why not, with great pleasure ?
12.	Have you ever been to the Taj ?	Yes, many times.

EXERCISES

Exercise 1. *Answer the following questions :*

I

1. Who are you waiting for ?
2. How many shirts have you got ?
3. What did he die of ?
4. What is he suffering from ?
5. Which of the two girls is the taller ?
6. What is Kamla to you ?
7. What is the time by your watch ?
8. What is this building ?
9. How far can you run at a stretch ?
10. Who is knocking at the door ?
11. How did you enjoy the picnic ?
12. How did you like your new teacher ?
13. When does your school open in summer ?
14. When did you pass your class VII ?
15. How long does it take you to reach school ?
16. Why do people go to hills in summer ?
17. How old is your sister now ?
18. When will your school re-open ?
19. How do you like Chemistry ?
20. Whose book is this ?
21. Why should we bathe daily ?
22. How did he behave there ?
23. Who is your best friend ?
24. What is your brother ?
25. How do you do ?
26. How much did you pay for it ?
27. Where have you been so long ?
28. What is she to you ?
29. When do the rains break every year ?
30. Where are you coming from ?
31. What brings you here ?
32. How did the thief enter the house ?
33. What did he say to you ?
34. Where did the accident take place ?

35. When does the sun rise ?
36. Where does this road lead to ?

II

1. Are you a student ?
2. May I come in ?
3. Isn't he laughing in his sleeves ?
4. Were you not absent yesterday ?
5. Is he really a good player ?
6. Don't you play hockey ?
7. These are lovely flowers. Aren't they ?
8. May I accompany you to your house ?
9. Can you lift this log ?
10. Should not we obey our elders ?
11. Do you know where this road leads to ?
12. May I get you a cup of tea ?
13. Could you help me with some money ?
14. Do you know how to ride a bike ?
15. Did you tell him to go home ?
16. Had you had your meals ?
17. Am I late for school ?
18. Isn't the train running to time ?
19. Are you in a hurry ?
20. Isn't it very cold today ?
21. May I use your pencil ?
22. Have you prepared for the test ?
23. Were you absent yesterday ?
24. Don't you like lilies ?
25. Is he seriously ill ?
26. Are you suffering from bad cold ?
27. Is it fine today ?
28. Am I to blame or he ?
29. May I see you on Sunday ?
30. Do you smoke ?
31. Is this dog yours ?
32. Can't you solve this sum ?
33. Would you lend me your bike ?
34. Could you get me a cold drink ?
35. Does it look like rain ?
36. Has a hand six fingers on it ?
37. Would you like to have another cup of tea ?

CHAPTER 30

KINDS OF SENTENCES

We have studied about simple sentences in detail. Now, let us read about the kinds of sentences.

Observe the following sentences :

1. My knife is blunt.
2. We work by day **and** sleep at night.
3. We met, had tea together **and** parted.
4. I couldn't come **because** I was unwell..
5. **When** you grow up, you will be free to say **what** you like.

We see that—

(*a*) Sentence 1 has **one subject** (*knife*) and one **predicate.** Such a sentence is called a **Simple Sentence.**

(*b*) Sentence 2 has two parts :

(*i*) We work by day (*ii*) We sleep at night.

Both the parts have been joined through a **co-ordinate conjunction**—*and.*

Either part has a *subject* and a *predicate* of its own. So, either of them is a sentence which can give complete sense *independently*. In other words, both the parts are of the **same** or **equal rank** joined by—*and.* Such sentences of the same order joined by a co-ordinate conjunction are called **co-ordinate clauses.** The entire sentence made up of two or more co-ordinate clauses is called a **Compound Sentence**.

Sentence 3 has three co-ordinate clauses :

(*i*) We met (*ii*) (We) had tea together (*iii*) (We) parted.

(*c*) Sentence 4, too, has two parts :

(*i*) I couldn't come (*ii*) because I was unwell.

Both the parts have been joined through a **sub-ordinate conjunction**—*because.*

7. Hari as well as his brother owns a car. ....
8. Work properly otherwise leave this place. ....
9. The lion is bold as well as fierce. ....
10. Stone walls do not a prison make.
    Nor iron bars a cage. ....
11. Walk fast otherwise return home. ....
12. We work by day and sleep at night. ....

Exercise 3. *Here are some complex sentences. Find the* **sub-ordinate conjunction** *in each and write it in the blank* :

1. I couldn't hear because the radio was on. ....
2. You are free to do whatever you like. ....
3. He is the man who asked for a cup of tea. ....
4. I shall give you what you want. ....
5. A soldier cannot fight well if he is ill-fed. ....
6. Though man is an animal yet he can
   think well. ....
7. I threw off the eggs because they were bad. ....
8. The dress which you are wearing is expensive. ....
9. The boy who lives in this room is a collegian. ....
10. Handsome is that handsome does. ....
11. They also serve who stand and wait. ....
12. When the cat is away, the mice will play. ....

CONVERSION OF SENTENCES

FROM SIMPLE TO COMPLEX

Observe the following :

1. He looks *to be very poor.* (*Simple*)
   It looks *that he is very poor.* (*Complex*)
2. It is *too hot to go out* (*Simple*)
   It is *so hot that one cannot go out.* (*Complex*)
3. *The good* often die young. (*Simple*)
   Those who are good often die young. (*Complex*)
4. *In spite of hard work*, he failed. (*Simple*)
   Though he worked hard yet he failed. (*Complex*)

FROM SIMPLE TO COMPOUND

1. You must walk fast *to reach in time*. (*Simple*)
   You must walk fast *or you will not reach in time*. (*Compound*)
2. The sun *having set*, we came home. (*Simple*)
   The sun set and we came home. (*Compound*)
3. *In spite of old* age, he can run fast. (*Simple*)
   He is old but he can run fast. (*Compound*)
4. *Besides being honest*, he is brave. (*Simple*)
   He is honest as well as brave. (*Compound*)

EXERCISE

Exercise 1. *Convert the following simple sentences into* **complex sentences :**

1. The rain having stopped, we went to school.
2. He is too careless to win a prize.
3. An honest man is always fearless.
4. Get up at 5 a.m.
5. Luckily he escaped injury.
6. We saw a limping lion.
7. She seems to be very clever.
8. The honest always suffer.
9. Can you tell me the date of your birth ?
10. In spite of old age he can run fast.
11. It is sad to see you in prison.
12. She wanted to become a nurse.

Exercise 2. *Convert the following simple sentences into* **compound sentences :**

1. He must run fast to catch the train.
2. The moon having risen, we went for a stroll.
3. In spite of his weakness, he can run fast.
4. Owing to his mistakes, he could not progress.
5. For all his wealth he is unhappy.
6. Having done my job, I went to see a movie.
7. Taking off his clothes, he jumped into the tank.

8. Taking pity on the tiny mouse, the lion let it go.
9. Her pleasing manners won her many friends.
10. Besides visiting Jaipur, he went to Ajmer.
11. In spite of all efforts, he could not escape arrest.
12. To my surprise, I found him in the hall.

Exercise 3. *Convert the following complex sentences into* **simple sentences** :

1. I know that he is a very intelligent boy.
2. It is certain that he is selfish.
3. A stone that keeps on rolling gathers no moss.
4. Do you know the time when he will arrive ?
5. I cannot help you as I have no money.
6. Though he is rich yet he is miserly.
7. You cannot stand first unless you work very hard.
8. Tell him the place where you will meet him.
9. A person who is low need fear no fall.
10. It was fortunate that he returned safe and sound.
11. Kindly show me the hat which is the best.
12 The report that he has failed is correct.

Exercise 4. *Convert the following compound sentences into* **simple sentences** :

1. The bank failed and many people were r
2 This pen is cheap as well as durable.
3. Make haste or you will not be in time.
4. He is poor but he is not miserly.
5. My wife died and I was left alone.
6. She saw the thief and shouted loudly.
7. I like not only apples but bananas also.
8 You must take rest or you will fall ill.
9. He is strong but he lacks courage.
10. The sun set and all returned home.
11. He is old but he can work very fast.
12. He is brave as well as handsome.

CHAPTER 31

KINDS OF SENTENCES (Contd.)

We have read about three kinds of sentences in view of their **forms** in the previous chapter. They are simple, complex and compound. Now we shall study the kinds of sentences in view of their *functions* :

A sentence may—

(*i*) state a simple fact.
(*ii*) ask a question.
(*iii*) express a request, command or advice etc.
(*iv*) express a wish.
(*v*) express a sudden feeling of the mind.

So, there are five kinds of sentences :

1. Statements or *Assertive Sentences*
2. Questions *or Interrogative Sentences*
3. Commands etc. or *Imperative Sentences*
4. Wishes or *Optative Sentences*
5. Exclamations or *Exclamatory Sentences*

Let us read about these different kinds of sentences in detail :

ASSERTIVE SENTENCES

Observe the following sentences :

1. I like this painting.
2. My father has returned from Bombay.
3. She did not behave well there.
4. I am sure of your success.
5. Mummy did not have a wink of sleep even.
6. You did not do your duty well.

All these sentences state or deny facts. In other words, they assert *positive* or *negative* facts. So, they are called **assertive sentences.**

An assertive sentence is one that affirms or negates a fact.

3. Bravo ! a nice kick. (*Applause*)
4. Pooh ! what a dirty place. (*Scorn*)
5. Hurrah ! we have won the match. (*Joy*)

Each of these sentences expresses a sudden feeling of the mind —*joy, wonder, scorn, sorrow, applause etc.* As the word indicating the sudden feeling is generally *exclaimed*, such sentences are called **exclamatory sentences.**

An exclamatory sentence is one that expresses a sudden feeling of the mind.

Remember that each exclamatory sentence has a mark of exclamation at its end.

EXERCISES

Exercise 1. *Answer* :

1. What is an Assertive Sentence ? Name its two kinds with two examples of each.

2. What is an Interrogative Sentence ? Name its two kinds with two examples of each.

3. What is an Imperative Sentence ? What do imperative sentences express ? Give four examples to explain your answer.

4. What is an Optative Sentence ? What does it express ? Give three examples.

5. What is an Exclamatory Sentence ? What do exclamatory sentences express ? Give four examples to explain your answer.

6. What mark is put at the end of an—

   (*a*) assertive sentence ? ....
   (*b*) interrogative sentence ! ....
   (*c*) imperative sentence ? ....
   (*d*) optative sentence ? ....
   (*e*) exclamatory sentence ? ....

Exercise 2. *Here are some sentences. Sort them out and classify into five various kinds* :

(*assertive interrogative imperative optative exclamatory*)

1. How often do you take tea daily ? ....
2. A bevy of girls stood in the park. ....
3. May he be happy and prosperous ! ....
4. She always has her own way. ....
5. Never mix with bad children. ....
6. Let us go for a river-bath. ....
7. Is he a person to be trusted ? ....
8. How lovely a child it is ! ....
9. Stars twinkle like small lamps. ....
10. May the couple lead a happy life ! ....
11. Alas ! my wife is no more. ....
12. Sweet are the uses of adversity. ....
13. Who does not know that rogue ? ....
14. Be off my eyes, rascal. ....
15. May you enjoy peace of mind ! ....
16. Hurrah ! daddy has come. ....
17. The train is not running to time. ....
18. Does your watch keep correct time ? ....
19. Do not walk bare foot on the grass. ....
20. What a fool I have been so far ! ....
21. Call in the doctor, please. .....
22. It was a daylight robbery. ....
23. Are you really out at elbows ? ....
24. Ah ! what a lovely rose ! ....

Exercise 3. *Fill up each blank with a* **suitable word** :

1. Assertive sentences affirm or.............................facts.
2. Optative sentences express.......................................
3. Interrogative sentences ask..
4. Exclamatory sentences express...................of the mind.
5. Imperative sentences express..
...............and..................
6. The subject of an imperative sentence is........................
which is always omitted.

CHAPTER 32

SPEECH—DIRECT AND INDIRECT

What we speak is called our **speech.**

We use our speech to report the ideas that are our own. Also **we** speak to report the speech of any other person to still another person. This job of reporting can be done in two ways—**directly** or **indirectly**. Let us try to understand them in detail.

DIRECT REPORT OF A SPEECH

Observe the following sentences :

1. **I say,** "I am a philosopher."
2. **He said** to me, "My mother is ill."
3. **Ram says,** "I need money."
4. **The teacher said,** "Mala is never late."
5. **She said,** "My father gives alms to the poor."

Each sentence has two distinct parts :

(*a*) *The part outside the quotation marks, i.e. inverted commas* : It has a **subject** and a **verb**. This verb makes a report in each sentence. So, it is called the **Reporting Verb.**

(*b*) *The part within the quotation marks* : It has the **actual** words of the person whose speech is reported. So, it is called the **Reported Speech**.

As, in each sentence, the speech (words of the person) has been reported exactly as it had been heard. No change has been made in any part of the report. So, this report is called the **Direct Report** or **Direct Speech.**

Note the following facts about Direct Speech :

1. The Reporting verb **is followed by a comma** (,).
2. The Reported Speech **is placed within inverted commas.**
3. The *first word* of the Reported Speech **begins with a Capital Letter.**

INDIRECT REPORT OF A SPEECH

Observe the following sentences :

1. *I say* **that** I am a philosopher.
2. *He told me* **that** his mother was ill.
3. *Ram says* **that** he needs money.
4. *The teacher* **said** that Mala was never late.
5. *She said* **that** her father gave alms to the poor.

Each sentence clearly shows that speech of another person has not been reported exactly as it was. Its substance has been reported in the words of the reporter. In other words, the report is indirect. So, it is called an **Indirect Report** or **Indirect Speech**.

Note the following facts about Indirect Speech :

1. The Reporting Verb is not followed by a comma **but** by a **conjunction** (*that* etc).
2. The Reported Speech is not placed within inverted commas.
3. The Reported Speech is changed such that its **pronouns, tenses** and **some other words** suit the Reporter.
4. The Reporting Verb too is sometimes changed in view of the nature of the reported speech. (*See sentence 2*).

CHANGING THE FORM OF SPEECH

We have to be very careful while changing a speech from its direct form to indirect form or vice versa. Let us first see how the tenses of the reported speech change with the change in the form of speech.

CHANGE IN TENSE

Note the following rules :

RULE 1. If the Reporting Verb is in the Present or Future Tense, the Tense of the Reported Speech does not change at all ; as—

1. He says, "Tea *is ready*." (*Direct*)
He says that tea is ready. (*Indirect*)

2. The teacher will say, "Tomorrow *is* a holiday." (*Direct*)
   The teacher will say that tomorrow **is** a holiday. (*Indirect*)
3. Vinod says, "Shashi *will* write a letter." (*Direct*)
   Vinod says that Shashi **will** write a letter. (*Indirect*)
4. Leela says, "Sheela *is* very honest." (*Direct*)
   Leela says that Sheela **is** very honest. (*Indirect*)

In all the above sentences, there is no change in the tense of the reported speech.

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. They say, "Kashmir is the Heaven on the earth."
2. The teacher says, "The earth rotates like a top."
3. He says, "The snake is a poisonous reptile."
4. She says, "Akbar was the greatest Mughal."
5. Our teacher says, "The moon will be a space-station in years to come."
6. Ram will say, "Idleness is a grave sin."
7. The king will say, "The child must be cut into two pieces."
8. Mother says, "Manu has had her cup of tea."
9. Daddy will say, "Time is a great healer."
10. Everyone will say, "Androcles was innocent."
11. I say, "Prices are shooting up alarmingly."
12. Reeta says, "Clothes give us appearance."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. The teacher says that the earth is round in shape.
2. Todd says that the Rana put up a brave fight.
3. Rama will say that India is the best land of all.
4. Everybody says that hunger is the best sauce.
5. We say that the early man learnt how to make fire.
6. The boy says that the match had ended in a draw.
7. The girl says that dance is a good exercise.
8. The hare will say that another lion wanted to eat him up.
9. The rats say that the cat should be belled.

10. Suresh says that he could lift that heavy stone.
11. They will say that smoking is bad for health.
12. The stranger says that the inn was leaking in rain.

RULE 2. If the Reporting Verb is in the Past Tense, the ***Present Tenses of the Reported Speech*** **change into their Corresponding Past Tenses,** *i.e.*,

(*a*) 1. *Present Indefinite* changes into *Past Indefinite.*
2. *Present Continuous* changes into *Past Continuous.*
3. *Present Perfect* changes into *Past Perfect.*
4. *Present Perfect Continuous* changes into *Past Perfect Continuous.*

(*b*) *Can* changes into *could* and *may* into ***might.***

Observe the following examples :

1. They said, "Nobody *can* solve the sum." (*Direct*)
They said that nobody **could** solve the sum. (*Indirect*)
2. Shankar said, "Hari *takes* exercise daily." (*Direct*)
Shankar said that Hari **took** exercise daily. (*Indirect*)
3. The priest said, "Sita *may* wear a saree." (*Direct*)
The priest said that Sita **might** wear a saree. (*Indirect*)
4. We said, "The children *are making* **a** noise." (*Direct*)
We said that the children **were making** a noise. (*Indirect*)
5. The officer said, "The job *has finished*." (*Direct*)
The officer said that the job **had finished**. (*Indirect*)
6. Mother said, "*It has been* raining since dawn." (*Direct*)
Mother said that it **had been** raining since dawn. (*Indirect*)

But remember that the present tense of the Reported Speech does not change if it expresses—

(*i*) a universal truth. (*ii*) a habitual fact.

Observe the following sentences :

1. Rano said, "Most people *have* a walk daily." (*Direct*)
Rano said that most people **have** a walk daily. (*Indirect*)
2. The teacher said, "The moon *revolves* round the earth." (*Direct*)
The teacher said that the moon **revolves** round the earth. (*Indirect*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. Ranjit said, "Meera can solve this sum."
2. He said, "Rano may come in the afternoon."
3. Vinod said, "Shanti sings a sweet song."
4. Shankar said, "Hari is my younger brother."
5. Ramu said, "Heera knows English very well."
6. She said, "Hari knows Jyoti by face only."
7. They said, "Sarla is writing a letter."
8. Durga said, "Sunita has done the homework."
9. Daljeet said, "It has been raining since dawn."
10. The teacher said, "The earth is a heavenly body."
11. Indira said, "Ram goes for a morning walk daily."
12. Reeta said, "Honesty is the best policy."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. The preacher said that work is worship.
2. He said that the moon shines with sunlight.
3. She said that the children were playing tip-cat.
4. The teacher said that Anil had gone home.
5. Sarla said that Mala sang a very sweet song.
6. They said Sukhraj had written a long letter.
7. The mouse said that the lion had been sleeping under a shady tree.
8. Kuldip said that Ranjeet had been working hard for the last two months.
9. Raman said that it was a very fine day.
10. The mother said that all babies are fond of milk.
11. Surinder said that Dinu could lift the heavy stone.
12. The master said that Ramu might take rest.

Exercise 3. *Change the form of speech* :

1. Surjeet said that Kuldip had lost twenty rupees.
2. She said, "The school stands by the road-side."
3. "Children are after all children," said the old man.
4. The teacher said that every boy could take a cake.
5. The rats said, "The cat may come any moment."
6. A young mouse said that a bell could help them.

RULE 3. If the Reporting Verb is in the Past Tense, the *Past Tenses of the Reported Speech* **change as under** :

(*a*) *Past Indefinite* changes into *Past Perfect.*

(*b*) *Past Continuous* changes into *Past Perfect Continuous.*

(*c*) *Past Perfect* and *Past Perfect Continuous* tenses do not change at all.

Observe the following examples :

1. The teacher said, "Bruce *hid* in a cave." (*Direct*)
   The teacher said that Bruce **had hidden** in a cave. (*Indirect*)
2. Androcles said, "The lion *was limping.*" (*Direct*)
   Androcles said that the lion **had been limping.** (*Indirect*)
3. Kamla said, "Leela *had gone* home." (*Direct*)
   Kamla said that Leela **had gone** home. (*Indirect*)
4. Kartar said, "It *had been raining* for an hour." (*Direct*)
   Kartar said that it **had been raining** for an hour. (*Indirect*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. They said, "The police arrested the burglar."
2. Mohan said, "Girls were not singing a song."
3. Kamla said, "The train had steamed off in time."
4. He said, "Meera had been weeping bitterly for an hour."
5. Mohan said, "Krishna was a graceful lass."
6. The passenger said, "The trains were running to time."
7. The hare said, "The tortoise had won the race."
8. Anil said, "Atul deserved the prize."
9. The old man said, "It had been snowing for half an hour."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. Kunti said that Madri had been unwell.
2. My sister said that Mohan had been looking for Sohan.
3. Pawan said that the teacher had taught a new lesson.
4. Raj said that Rani had been awfully busy.
5. Rama said, "Kishore had been very cruel to woman."
6. The old woman said that people had always been helping the beggars.

RULE 4. **If the Reporting Verb is in the Past Tense,** *the Future Tenses change their* **shall** *and* **will** *into* **would.**

Observe the following examples :

1. Vinod said, "Saroop *will* write a letter." (*Direct*)
   Vinod said that Saroop **would** write a letter. (*Indirect*)
2. I said, "I *shall* be taking a test." (*Direct*)
   I said I **would** be taking a test. (*Indirect*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. I said, "Mohan will write a letter."
2. Kamla said, "Sarla will be singing a song."
3. The worker said, "The work shall have finished."
4. They said, "It will have been raining for an hour."
5. The teacher said, "This plan will cut no ice."
6. The king said, "Each woman shall have half the baby."
7. The monitor said, "Our class shall go for picnic."
8. The officer said, "The typist will be typing the letters again."
9. The mother said, "The cook will prepare pudding for all."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. They said that Mohan would get through the examination.
2. She said that Sarita would be improving by steps.
3. We said that Ramu would take all the money.
4. The teacher said that the sky would have been cloudy by then.
5. The beggar said that it would have been raining for two hours by 4 p.m.
6. The priest said that God should help the poor.
7. The boy said that Mohan would be drowned and nobody should save him.
8. The angel said the sun would never rise in the west.
9. The member said that the farmer would go into the sea.
10. The leader said that India would progress very soon.
11. The child said that it would have a toffee.
12. The wife said that she would buy a new saree.

CHANGE IN PERSONAL PRONOUNS

RULE 1. Pronouns of the First Person are changed after the *Person of the Subject* **of the Reporting Verb**.

Observe the following examples :

1. The farmer said, "*I* have lost *my* buffalo." (*Direct*)
   The farmer said that **he** had lost **his** buffalo. (*Indirect*)
2. You said, "*I* am against the plan." (*Direct*)
   You said that **you** were against the plan. (*Indirect*)
3. We said, "*We* did *our* duty well." (*Direct*)
   We said that **we** had done **our** duty well. (*Indirect*)

RULE 2. Pronouns of the Second Person are changed after the *Person of the Object* **of the Reporting Verb.**

Observe the following examples :

1. He said to me, "*You* are late." (*Direct*)
   He told me that **I** was late. (*Indirect*)
2. He said to you, "*You* were late." (*Direct*)
   He told you that **you** had been late. (*Indirect*)
3. He said to her, "*You* had been late." (*Direct*)
   He told her that **she** had been late. (*Indirect*)

RULE 3. Pronouns of the Third Person *remain unchanged.*

Observe the following examples :

1. I said, "*He* is tall and slim." (*Direct*)
   I said that **he** was tall and slim. (*Indirect*)
2. They said, "*She* will recover by and by." (*Direct*)
   They said that **she** would recover by and by. (*Indirect*)
3. He said, "*They* are fond of milk." (*Direct*)
   He said that **they** were fond of milk. (*Indirect*)

RULE 4. The pronoun *we* **remains unchanged when—**

(*a*) **it stands for mankind** ; as—
She said, "We are all mortals." (*Direct*)
She said that we are all mortals. (*Indirect*)

(b) **it includes the person spoken to** ; as—

He said, "We should never tell lies." (*Direct*)
He said that we should never tell lies. (*Indirect*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. Ram said to me, "I am suffering from fever."
2. Atul said to me, "You did not return my pen."
3. I said to you, "He misbehaved me there."
4. Krishna said, "I have been ill for three days."
5. We said, "We are quite well here."
6. You said to her, "I am awfully thirsty."
7. He said to me, "You are in the wrong."
8. I said to him, "You are an idiot indeed."
9. He said to you, "You have failed in the test."
10. Sham said to Heera, "I do not know where you live."
11. Mohan said to her, "You look very smart today."
12. The teacher said to us, "The sun is stationary."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. I said that I was O.K.
2. You said that you were very hungry.
3. He told him that he was in the wrong.
4. Sham told me that he had done his home-work.
5. Moti said that he had lost his cow.
6. You said that you were going to the market.
7. He told me that I could take my share.
8. She told you that she wanted to help you.
9. I told him that he was a fine gentleman.
10. They told me that he was improving day by day.
11. The teacher said that she was unwell.
12. I said that he was fond of eggs and milk.

Exercise 3. *Change each sentence to* **indirect form of speech** :

1. The teacher said, "God is our Father and we are His children."
2. The preacher said, "We must be bold enough to face injustice."

3. She said, "We must serve our motherland."
4. He said, "It is we who are to blame."
5. "We are mere actors on the world stage," said Shakespeare.
6. The minister said, "We are a great nation."

CHANGE IN WORDS SHOWING NEARNESS

RULE—When the present tense of the Reported Speech changes into past tense, words expressing *nearness* **are changed into those showing** *distance* :

ago	changes into	**before**
come	changes into	**go** (seldom)
here	changes into	**there**
hither	changes into	**thither**
hence	changes into	**thence**
hereby	changes into	**thereby**
last night, week, month or year	changes into	**the previous night, week month or year etc.**
next day, week, month or year etc	changes into	**the following day, week, month or year etc.**
this	changes into	**that**
these	changes into	**those**
today	changes into	**that day**
tomorrow	changes into	**the next (following) day**
yesterday	changes into	**the previous day**
to-night	changes into	**that night**

Observe the following examples :

1. Mohan said to her, "I shall see you tomorrow." (*Direct*)
   Mohan told her that he would see her the following day. (*Indirect*)
2. The teacher said, "It is very hot to-day." (*Direct*)
   The teacher said that it was very hot that day. (*Indirect*)
3. The traveller said, "I had visited this place two years ago." (*Direct*)
   The traveller said that he had visited that place two years before. (*Indirect*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. The headmaster said to me, "You may see me tomorrow."
2. Tripti said, "It is very close today."
3. The officer said, "I shall visit Agra next week."
4. The teacher said, "I taught this theorem yesterday."
5. The mother said, "This is why you have failed."
6. The children said, "We shall go to the pictures to-night."
7. The applicant said, "My testimonials are enclosed herewith."
8. Krishna said, "This type of sums is easy."
9. Amita said to me, "I shall do all these sums."
10. The officer said to me, "See me here tomorrow."
11. The teacher said, "We shall go on a tour next week, boys."
12. My friend said to me, "What brings you hither ?"

Exercise 2. *Change each sentence to* **direct form of speech** :

1. The clerk said that he would not repeat that mistake thereafter.
2. The girl said that she had lost her purse there.
3. Saroj said that her school would re-open the following week.
4. Harish said that he would leave for Bombay that night.
5. Kishore told me that I might see him on the first day of the following month.
6. Sheela said that it was hot and stuffy that night.
7. Rama said that his brother had gone thither.
8. Sunil said that his father had died three years before.
9. The money-lender said that the debt would amount to two thousand rupees three years thence.
10. The shopkeeper said to the customer, "You will have less to carry."
11. The customer said to the shopkeeper, "You will have less to count."
12. The hare said to the lion, "Another lion detained me on the way."

CHAPTER 33

SPEECH–DIRECT AND INDIRECT (Contd.)

We have read about five kinds of sentences in chapter 31. They are:

1. Assertive Sentences
2. Interrogative Sentences
3. Imperative Sentences
4. Optative Sentences
5. Exclamatory Sentences

Let us learn how to report these different kinds of sentences in Indirect Speech.

CONVERSION OF ASSERTIVE SENTENCES

A. DIRECT TO INDIRECT

While reporting assertive sentences indirectly, observe the following rules:

1. The *Reporting Verb*—**say**—is changed into—**tell**—if there is an object after it, otherwise it remains unchanged.
2. Remove the *comma and inverted commas* and start the reported speech with the conjunction—**that**.
3. Nouns or Pronouns in the *vocative case* are treated as objects of their verbs.
4. Changes of tenses, pronouns and the words showing nearness are carried on.
5. Other general rules are observed too.

Observe the following examples:

1. The teacher said, "Suresh you are a lazy boy." (*Direct*)
   The teacher told Suresh that he was a lazy boy. (*Indirect*)
2. He said to me, "I do not like your habits." (*Direct*)
   He told me that he did not like my habits. (*Indirect*)
3. The teacher said, "I shall not take my class today." (*Direct*)
   The teacher said that he would not take his class that day. (*Indirect*)

4. Mother said to me, "You are just like your father." (*Direct*)

   Mother told me that I was just like my father. (*Indirect*)

B. INDIRECT TO DIRECT

While changing Assertive Sentences from *Indirect Form* to *Direct Form* of speech, the rules given above are reversed. Observe the following examples :

1. He told his mother that he would become a brave general one day. (*Indirect*)

   He said, "Mother, I shall become a brave general one day." (*Direct*)

2. I told Mala that I would see her the following day. (*Indirect*)

   I said to Mala, "I shall see you tomorrow." (*Direct*)

3. You told her that you had done it. (*Indirect*)
   You said to her, "I have done it." (*Direct*)

4. The angel told Abu that his name was not there in that book. (*Indirect*)

   The angel said, "Abu, your name is not there in this book." (*Direct*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. The teacher said, "Prem is the best boy in my class "
2. The angel said, "Beauty needs no ornaments."
3. Sohan said to his friend, "I shall stand by you through thick and thin."
4. They said, "We are only three but we can hold three hundred back."
5. The gardener said, "I shall not water these plants today."
6. The watchman said to the thief, "I shall hand you over to the police."
7. The teacher said, "Hari, you are very careless and you never learn your lessons."

8. The host said, "The guests came yesterday. They will stay here today and will leave for Agra tomorrow."
9. The policeman said to the thief, "I have caught you red-handed at last."
10. The mother said, "Vimal, you are very active, my son."
11. Sarita says, "I reach school in time daily."
12. Kanta said, "Mother, you are so kind to me. I can never forget you in life."
13. The geographer said, "The sun looks rising in the east daily in the morning."
14. The Sadhu said, "I shall not die even if you poison me "
15. The principal said, "I shall not see you, Mohan. I don't like you because you idle away your time."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. Kamla said that she was unwell that day
2. My friend told me that I didn't look cheerful.
3. Bob told Tom that he took regular exercise.
4. The mother told Suresh that his father would bring him toys the following day.
5. The beggar told the house-wife that he had been hungry for two days.
6. The reformer said that honesty is the best policy.
7. The saint said that God helps those who help themselves.
8. She told the policeman that she had been robbed of her purse and chain.
9. The pupil said respectfully that he did not know who had done that mischief.
10. The teacher told the class that he would start the new lesson the following day.
11. They say that they are going to Kashmir in summer.
12. Vimal told him that he knew him and his brother well.
13. The doctor told the patient to have complete rest for a month at least.
14. The policeman told us that we must not cross the road against red light.
15. She told her mother that she would have to leave for Agra the following week.

CONVERSION OF INTERROGATIVE SENTENCES

(Beginning with Auxiliary Verbs)

A. DIRECT TO INDIRECT

While reporting interrogative sentences, beginning with **auxiliary** verbs, indirectly, observe the following rules :

1. The *Reporting Verb*—**say**—is changed *into*—**ask**—*or* **enquire** etc. if there is an object after the reporting verb.
2. Remove the *comma* and the *inverted commas* and start the reported speech with the conjunction—**if** or **whether**.
3. Change the interrogative form of the reported speech into **assertive form**.
4. Nouns or pronouns in the *vocative case* are treated as objects of their verbs.
5. Other general rules are observed too.

Observe the following examples :

1. The visitor said to me, "Is your father at home ?" (*Direct*)
   The visitor asked me if my father was at home. (*Indirect*)
2. Netaji said to his men, "Are you ready to die for your country." (*Direct*)
   Netaji asked his men if they were ready to die for their country. (*Indirect*)
3. The host said to the guest, "Would you like to have a cup of tea ?" (*Direct*)
   The host asked the guest if he would like to have a cup of tea. (*Indirect*)
4. Sohan said, "May I use your pen, Mohan ?" (*Direct*)
   Sohan asked Mohan if he might use his pen. (*Indirect*)
5. The clerk said to his officer, "Shall I type this letter again, sir ?" (*Direct*)
   The clerk asked his officer respectfully if he should type that letter again. (*Indirect*)
6. The crow said, "Are the grapes sour, Mr. Fox ?" (*Direct*)
   Thr crow asked the fox if the grapes were sour. (*Indirect*)

B. INDIRECT TO DIRECT

While changing this type of interrogative sentences from indirect to direct form of speech, the rules given above are reversed. Observe the following examples :

1. He asked me if he should open the window. (*Indirect*)
   He said to me, "Should I open the window ?" (*Direct*)
2. The traveller asked the man if he could tell him the way to the nearest inn. (*Indirect*)

   The traveller said to the man, "Can you tell me the way to the nearest inn ?" (*Direct*)
3. I asked Rakesh if he would go with us for picnic. (*Indirect*)

   I said, "Will you go with us for picnic, Rakesh ?" (*Direct*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. The lady said to the shopkeeper, "Did you see my brother here in the bazaar ?"
2. Sarla said, "Will you go there all alone, Kamla ?"
3. Sohan said, "Have you finished your home-work, Tom ?"
4. "Do you think you are wiser than your father ?" said the angry mother to her son.
5. Teju said to his mother, "Is the dinner ready for all ?"
6. The policeman said to the stranger, "Are you Lakha, the notorious dacoit ?"
7. The teacher said, "Have you done all the sums, Geeta ?"
8. The doctor said to the patient, "Are you not feeling well now ?"
9. Rama said to Sita, "Will you accompany me to the forest ?"
10. The boys said to the teacher, "Have you marked our papers, sir ? Is the result good on the whole ?"
11. Leela said to me, "Will you tell me what it means ?"
12. "Will you dine with us today ?" said my friend to me.

13. I said to my cousin, "Should I pay you a visit tomorrow ?"
14. The old nurse said, "Is there nobody to look after you, my dear boy ?"
15. Draupadi said, "Do I see here men or mere statues ?"

Exercise 2. *Change each sentence to* **direct form of speech** :

1. The mother asked her son if he would tell her the name of the girl he wanted to marry.
2. The host asked the visitor if he wanted to have a cold drink or a hot one.
3. Sarla asked Sarita if she could accompany her to her college.
4. We asked Rama if he was going to settle at Bombay.
5. The teacher asked the pupils if they had done all the sums.
6. The parent asked the teacher if the name of his son had been struck off the rolls.
7. The father asked the principal if his daughter was faring well in studies.
8. The beggar asked the rich man if he would take pity on his poor lot.
9. The teacher said to the students if they couldn't keep quiet and do their class-work.
10. The mother asked her son if he couldn't mend his ways.
11. Mohan asked Atul if it was his pen.
12. Her uncle asked her if she would like to have a present on her birthday.
13. The servant asked his master if he could be relieved as he wanted to go back to his village.
14. The teacher asked Anil if he had beaten Raju the previous day.
15. The teacher asked the pupils if they didn't know that truth is victorious in the long run.

CONVERSION OF INTERROGATIVE SENTENCES

(Beginning with Interrogative Words)

A. DIRECT TO INDIRECT

While reporting interrogative sentences, beginning with interrogative words (*What, Why, How, When,* ......etc) indirectly, observe the following rules :

1. The reporting verb—**say**—is changed into—**ask** or **enquire** etc if there is an object after the reporting verb.
2. Remove the **comma** and the **inverted commas** and start the reported speech with the **interrogative word itself.**
3. Change the interrogative form of the reported speech into **assertive form**.
4. Nouns and pronouns in the **vocative case** are treated as objects of their verbs.
5. Other general rules are observed too.

Observe the following examples :

1. The teacher said to Gopal, "Why are you late ?" (*Direct*)
   The teacher asked Gopal why he was late. (*Indirect*)
2. Leela said to Anil, "Why did you break my slate ?" (*Direct*)
   Leela asked Anil why he had broken her slate. (*Indirect*)
3. He said to me, "How have you done this sum ?" (*Direct*)
   He asked me how I had done that sum. (*Indirect*)
4. Raman said to the policeman, "Which is the short-cut to the railway-station ?" (*Direct*)
   Raman asked the policeman which the short-cut to the railway-station was. (*Indirect*)

B. INDIRECT TO DIRECT

Observe the following examples :

1. She asked me what my name was. (*Indirect*)
   She said to me, "What is your name ?" (*Direct*)
2. Ram asked her where she lived. (*Indirect*)
   Ram said to her, "Where do you live ?" (*Direct*)
3. The lady asked Suresh when he had met her brother. (*Indirect*)
   The lady said to Suresh, "When did you meet my brother ?" (*Direct*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. The student said to the bookseller, "What is the price of this book ?"
2. Mohan said to me, "When will your school re-open after summer vacation ?"
3. The teacher said to his students, "Why are you making a noise ?"
4. The officer said to the clerk, "Why did you absent yourself yesterday ?"
5. The father said, "How many marks have you secured in English, my son ?"
6. The teacher said to the student, "What makes you laugh ? Why can't you sit at ease ?"
7. The old farmer said, "Why can't you work together my sons ?"
8. The policeman said to the stranger, "Who are you and where do you come from ?"
9. The teacher said to the new-comer, "Which school did you attend last ?"
10. My friend said to me, "Where did you buy this shirt and what did it cost you ?"
11. The master said to his servant, "Why do you disturb me ?"
12. Rakesh said to Raman, "Where is your brother ?"
13. The patient said, "What is my temperature, doctor ?"
14. The father said to his son, "How often shall I have to tell you that I cannot feed you any longer ?"
15. "What do you want me to do, daddy ?" asked Shambhu.

Exercise 2. *Change each sentence to* **direct form of speech** :

1. My elder brother asked me why I was in a hurry to go out.
2. The mother asked her daughter how she had spoiled her clothes so soon.
3. The teacher asked the pupils what the matter was.

4. The doctor asked the patient how he was and when he had taken his medicine.
5. The judge asked the thief why he did not speak the truth.
6. I asked my friend how he was and what he could do for me.
7. The housewife asked her husband who the stranger was and what he had come there for.
8. The king asked her who she was and why she had left her kingdom.
9. Rakesh asked Ramesh what the wrong with him was and what help he needed.
10. My mother asked Ram when he was leaving for Bombay and when he would return.
11. Swami asked Ganesh where he lived and in which school he read.
12. Shambhu asked him sharply what he wanted him to do there.
13. The father asked his son why he could not earn his own living.
14. The king asked the saint who he was and where he lived.
15. Mr. Banerjee asked Mr. Chatterjee why he had disturbed him in that way.

Exercise 3. *Change the form of speech* :

1. Sunil asked Mr. Rajan where his brother was and whether he could talk to him.
2. The father said to his son, "Are you ready for school ? Why do you look sad today ?"
3. Ratna said, "Did you call me, Dada ? What can I do for you ?"
4. The doctor asked him if he would give some blood to save his brother's life and that what he was worried about.
5. Prem asked Amar why he was angry with him and whether he had misunderstood him.
6. She asked me why I was sad and if my mother was still running high temperature.

CONVERSION OF IMPERATIVE SENTENCES

While reporting imperative sentences indirectly, observe the following rules :

1. The Reporting verb—**say** etc.—is changed into—**order, request, warn, advise** or **propose etc.**
2. The *commas* and the reported speech is put in the infinitive.
3. Nouns and pronouns in the vocative case are treated as objects of their verbs.
4. Changes of pronouns, tenses and the words showing nearness are carried on.
5. Other general rules are observed too.

Observe the following examples :

A. DIRECT TO INDIRECT

1. The servant said to his master, "Pardon me this time." (*Direct*)
   The servant **requested** his master to pardon him that time. (*Indirect*)
2. The queen said to the maid, "Make my bed." (*Direct*)
   The queen **ordered** the maid to make her bed. (*Indirect*)
3. The doctor said to the patient, "Take only liquid food for three days at least." (*Direct*)
   The doctor **advised** the patient to take only liquid food for three days at least. (*Indirect*)
4. Raju said to me, "Let us go for a river-bath." (*Direct*)
   Raju proposed to me that we should go for a river-bath. (*Indirect*)
5. Shanta said to Sheela, "Let not him deceive you." (*Direct*)
   Shanta warned Sheela not to let him deceive her. (*Indirect*)
6. The father said to his son, "Don't do like that." (*Direct*)
   The father forbade his son to do like that. (*Indirect*)

B. INDIRECT TO DIRECT

1. The lawyer directed the witness to say as he told him. (*Indirect*)
   The lawyer said to the witness, "Say as I tell you." (*Direct*)

2. He proposed to his friends that they should have an outing. (*Indirect*)
   He said to his friends, "Let us have an outing." (*Direct*)
3. The mother advised her son not to waste his time. (*Indirect*)
   The mother said, "Don't waste your time, my son." (*Direct*)
4. Ramesh ordered his servant to fetch him water. (*Indirect*)
   Ramesh said to his servant, "Fetch me water." (*Direct*)
5. She requested him to lend her his book. (*Indirect*)
   She said to him, "Lend me your book, please." (*Direct*)
6. Mohan begged his friend to let him go home. (*Indirect*)
   Mohan said to his friend, "Let me go home." (*Direct*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech :**

1. The teacher said to the students, "Don't waste your time in idle gossip."
2. I said to my servant, "Fetch me my umbrella."
3. Ramesh said, "Forgive me this time, mama. You will find me always obedient in future."
4. The pupils said to the teacher, "Let us go for picnic, sir."
5. The saint said, "Condemn the evil but not the evil-doer."
6. She said to Sohan, "Do not come near me."
7. Salim said to Nurjahan, "Hold this pigeon and wait here till I come back."
8. Latif said to me, "Do as I bid you."
9. The wolf said to the lamb, "Don't make the water muddy."
10. "Pardon me, Lord," said the poor old man.
11. "Let us run for our lives," said the leader of the robbers.
12. The thief said to the judge, "Pardon me this time, please. I shall never steal again."
13. The master said to his servant, "Pack up your things and get out of my home."

14. The accused said to the judge, "Let me meet my children before I die, sir."
15. The beggar said to the lady, "Give me food. God will bless you."
16. The clerk said to the peon, "Don't disturb me. Go about your own business."
17. The doctor said to the patient, "Take more of milk and don't eat spiced things at all."
18. The supervisor said to the examinee, "Stop writing at once and hand over the answer-book to me."
19. The captain said to the player, "Let us play a match."
20. The monitor said to the students, "Look at the black-board and take down what the teacher has written on it."

Exercise 2. *Change each sentence to* **direct form of speech :**

1. I requested him not to walk so fast.
2. The teacher ordered the boys to complete their class-work.
3. The general ordered the soldiers to charge the enemy camp.
4. The mother asked her children to get up at once and be ready for school.
5. She suggested to her friends that they should go to see a movie.
6. The preacher advised the people not to speak ill of others.
7. The principal ordered the peon to let the student come in.
8. The man requested the hunter to take him out of the well.
9. The young mouse suggested that they should bell the cat.
10. She requested me to take pity on her.
11. The mother forbade her son to mix with bad boys.
12. She proposed to her husband that they should visit the Taj on a moonlit night.
13. The judge ordered the thief to tell the truth or be ready for imprisonment.
14. The general commanded his men to march forward and attack the enemy lines.

15. The old man prayed to God to forgive him his sins.
16. The servant begged his master to pardon him for disturbing him at that late hour.
17. The child requested his father to buy him a new pen and promised him not to lose it.
18. The teacher ordered the pupil to stand up on the bench and face the wall.
19. The farmer advised his sons to be united and work hard for the good of the family.
20. The doctor advised the patient to take a dose of the medicine every two hours.

CONVERSION OF OPTATIVE SENTENCES

While reporting optative sentences indirectly, observe the following rules :

1. Change the reporting verb—say—into—**wish** or **pray** etc.
2. Change the optative form into *assertive form.*
3. Introduce the reported speech with the conjunction **that**.
4. Change the tenses and pronouns according to rules.
5. Change the vocatives into objects of their verbs.
6. Other general rules are observed too.

Observe the following sentences :

A. DIRECT TO INDIRECT

1. The old mother said to her son, "May you live long and prosper !" (*Direct*)
   The old mother wished that her son might live long and prosper. (*Indirect*)
2. "God save the king !" said the people. (*Direct*)
   The people prayed that God might save the king. (*Indirect*)
3. "Would that I were rich !" said the poor beggar. (*Direct*)
   The poor beggar wished that he had been rich. (*Indirect*)

B. INDIRECT TO DIRECT

1. The saint prayed that God might pardon the sinner. (*Indirect*)
   The saint said, "May God pardon the sinner." (*Direct*)

2. They wished that her soul might rest in peace. (*Indirect*)
   They said, "May her soul rest in peace !" (*Direct*)
3. The poor little boy wished that he had been a prince. (*Indirect*)

   The poor little boy said, "If I were a prince !" (*Direct*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. The old man said, "O God, hear my prayers !"
2. The dying soldier said, "If I could see my native land !"
3. She said to her, "May you live in peace !"
4. The priest said, "May the couple live long happily !"
5. The beggar said, "O that I could find work to do !"
6. We all said, "May our motherland prosper !"
7. The old mother said, "May you succeed my son !"
8. The father said, "May God protect you from every danger, my son !"
9. We said, "May her soul rest in peace !"
10. The teacher said, "May you win a scholarship, Lata !"
11. The saint said, "May there be peace and prosperity in your kingdom, O king !"
12. All said, "May God grant peace to the departed soul !"
13. The old lady said, "O for a cup of hot milk !"
14. The guru said, "May you enjoy health and wealth, my child !"
15. The miser said, "If only I had heaps of gold !"

Exercise 2. *Change each sentence to* **direct form of speech** :

1. The priest prayed that God might bless the king with a son.
2. People wished that Bruce had been the king of Scotland again.

3. We all prayed that he might be rewarded for his goodness.
4. The poor beggar wished that he had been a king.
5. She wished that she had been the Prime Minister of India.
6. He earnestly prayed for a cup of hot tea.
7. The priest prayed that the soul of the brave general might rest in heaven.
8. I wished that my mother might recover soon.
9. The Prime Minister wished that scientists of India might know the secrets of atom.
10. The wounded soldier earnestly longed for a glass of water.
11. The little girl wished that she had been a princess.
12. The dying patriot wished he could see his country free.
13. People wished that their king might live long.
14. The shivering man earnestly longed for a cup of hot tea.
15. My father wished that I might get through in first division.

CONVERSION OF EXCLAMATORY SENTENCES

While reporting exclamatory sentences indirectly, observe the following rules :

1. Change the reporting verb—say—into **exclaim, regret, scold, applaud, confess** etc. according to the feeling expressed in the sentence.
2. Change the exclamatory form into assertive form.
3. Omit all interjections and use the conjunction **that** to introduce the reported speech.
4. Observe the rules for changes of pronouns and tenses etc.
5. Complete the sentence if it is incomplete.

Observe the following examples :

A. DIRECT TO INDIRECT

1. She said, "What a beautiful flower it is !" (*Direct*)
   She exclaimed in wonder that the flower was very beautiful. (*Indirect*)

2. Sohan said, "Good-bye, my friends !" (*Direct*)
Sohan bade his friends good-bye. (*Indirect*)
3. The young lady said, "Alas ! my husband is no more." (*Direct*)
The young lady exclaimed in sorrow that her husband was no more. (*Indirect*)
4. They said, "Hurran ! we have won the match." (*Direct*)
They exclaimed joyfully that they had won the match. (*Indirect*)
5. She said, "Good morning, Leela ! how are you ?" (*Direct*)
She wished Leela good morning and asked her how she was. (*Indirect*)
6. "Foolish ! why have you disturbed me for nothing ?" said the master to his servant. (*Direct*)
The master disapproved of his servant's act exclaiming why he had disturbed him for nothing. (*Indirect*)
7. The captain said, "Bravo ! you have done well, my mates." (*Direct*)
The captain applauded his mates saying that they had done well. (*Indirect*)
8. Prem said, "How foolish I have been !" (*Direct*)
Prem regretted that he had been very foolish. (*Indirect*)
9. "Pooh ! what a dirty child !" said the nurse. (*Direct*)
The nurse exclaimed hatefully that the child was very dirty. (*Indirect*)

B—INDIRECT TO DIRECT

Observe the following examples :

1. He exclaimed in wonder that the baby was very lovable. (*Indirect*)
He exclaimed, "What a lovable baby !" (*Direct*)
2. Mohan exclaimed joyfully that he had won the race. (*Indirect*)
Mohan said, "Hurrah ! I have won the race." (*Direct*)
3. The general called his men cowards in anger and ordered them to be off his eyes. (*Indirect*)
The general said, "You cowards ! be off my eyes." (*Direct*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. My friends said to me, "Farewell, Mohan !"
2. We said to the teacher, "Good morning, sir."
3. Pritam said, "How late I have been !"
4. She said, "Alas ! my son is no more."
5. "You fool ! why have you disturbed me at such a late hour ?" said the master to his servant.
6. The old man said, "Alas ! I am undone."
7. "What a beautiful sight !" said the queen.
8. The on-lookers said, "Bravo ! good hit, Mohan."
9. "Nonsense ! I don't like it at all." said she.
10. "Foolish ! why have you done like that ?" said the headmaster to the peon.
11. "Good-bye, my countrymen !" said the dying general.
12. Yusuf said, "Welcome, stranger ! share what I have."
13. The general said, "Splendid, my jawans ! you have won the day."
14. Paul said, "Ah ! How stupid I have been."
15. Meena said, "How lovely the rose is !"

Exercise 2. *Change each sentence to* **direct form of speech** :

1. He exclaimed in grief that he was undone.
2. She exclaimed joyfully that she had won a prize.
3. We bade good-bye to our guests.
4. The dying soldier cried out for a glass of water.
5. The general applauded his soldiers saying that they had carried the day.
6. The trader exclaimed sorrowfully that he was ruined.
7. The people exclaimed joyfully that they were free.
8. The minister exclaimed in wonder that the Bhakra Dam was a very wonderful project.
9. Mohan regretted that he had not worked hard.
10. The teacher wished the pupils good morning and asked them how they were.
11. The boy assured his father that he would complete the job in no time.

12. Mohan bade his friends good-bye adding that they would meet again.
13. The saint cried out shame on them who deceived others.
14. She exclaimed on oath that she had not seen her.
15. Gopal called me a fool and angrily asked me why I had let the secret out.

CONVERSION OF SOME TYPICAL SENTENCES

Observe the following examples :

1. The pupil said to the teacher, "May I come in, sir ?" (*Direct*)
   The pupil respectfully asked the teacher if he could go in. (*Indirect*)
2. The beggar said to him, "A lot of thanks for the help." (*Direct*)
   The beggar thanked him a lot for his help. (*Indirect*)
3. Sarla said to me, "No, I haven't found your pen." (*Direct*)
   Sarla denied having found my pen. (*Indirect*)
4. Satish said to me, "Hellow ! are you here ?" (*Direct*)
   Satish cried out in wonder to see me there. (*Indirect*)
5. The accused said, "By Heavens ! I am innocent." (*Direct*)
   The accused exclaimed on oath that he was innocent. (*Indirect*)
6. He said, "Yes, I am mistaken." (*Direct*)
   He confessed that he was mistaken. (*Indirect*)
7. He said to me, "Rest assured ! I will stand by you." (*Direct*)
   He said to me that he would stand by me. (*Indirect*)
8. The king said to them, "You cowards ! you will soon be put to death." (*Direct*)
   The king called them cowards and threatened them that they would soon be put to death. (*Indirect*)
9. He said, "God knows, I never abused him." (*Direct*)
   He called upon God to witness that he had never abused him. (*Indirect*)

EXERCISES

Exercise 1. *Change each sentence to* **indirect form of speech** :

1. "What a nice catch !" said the on-lookers.
2. The bird said to the man, "May I fly away now, sir ?"
3. I said, "I have been stupid indeed."
4. The accused said, "By God ! I am not guilty."
5. Rakesh said to Ramesh, "You rascal ! you have cheated me a number of times."
6. Raju said, "What ! you are still here, Ramu ?"
7. The son said to his father, "Rest assured, dad ! I must win a scholarship."
8. She said, "Yes, I was at fault."
9. The clerk said to the officer, "Thanks a lot, sir, for your kindness."
10. The old lady said, "Thief ! thief !! catch him."

Exercise 2. *Change each sentence to* **direct form of speech** :

1. He assured me that he would stand by me through thick and thin.
2. He called upon God to witness that he would never tell a lie again.
3. The beggar thanked the rich man for giving him a rupee.
4. The prisoner exclaimed on oath that he had not done that crime.
5. The teacher cried out shame on those who copied.
6. The farmer called me a thief and said that he had caught me at last and that he would hang me.
7. The candidate asked the chairman respectfully if he could take seat.
8. Sarla exclaimed in wonder to see Vimla there.
9. The servant confessed his fault.

CHAPTER 34

PUNCTUATION

Clarity is an essential quality of a good writing. It requires the art of using the best words in the best places according to rules of Grammar. Besides, punctuation, too, helps a lot in this direction.

What is **punctuation** ?

It is the art of indicating certain marks in order to make the meaning clearer.

Chief punctuation marks are—

1.	The Full stop	(.)	2.	The Comma	(,)
3.	The Semi-Colon	(;)	4.	The Colon	(:)
5.	The Note of Interrogation	(?)	6.	The Note of Exclamation	(!)
7.	The Inverted Commas	(“ ”)	8.	The Dash	(—)
9.	The Hyphen	(-)	10.	The Apostrophe	(’)

Let us learn the correct use of these punctuation marks :

THE FULL-STOP (.)

The **full-stop** stands for the largest pause. It is used—

1. **at the end of assertive and imperative sentences** ; as—
    1. I have never been to Agra.
    2. Love your neighbour as you love yourself.
2. **with abbreviations** ; as—

B.C.	Before Christ
U.P.	Uttar Pradesh
Feb.	February

THE NOTE OF INTERROGATION (?)

This mark is used **at the end of an interrogative sentence** *i.e.* a question ; as—

1. Will you have a cup of tea ?
2. Are you doing your home-work ?

THE NOTE OF EXCLAMATION (!)

This mark is used—

1. **at the end of optative and exclamatory sentences** ; as—
    1. How beautiful the child is !
    2. May our king live long !
2. **after interjections** ; as—

    Hurrah ! Lo ! Alas !
3. **after vocatives** ; as—
    1. O my countrymen ! learn to die for the motherland.
    2. Pardon me, O God !
    3. Father ! should I stay or leave ?

EXERCISES

Punctuate the following sentences with **full-stops, marks of interrogation** *and* **of exclamation. Capitalise** *the necessary words too* **:**

1. he left for lucknow yesterday
2. good god the fellow is coming to life again
3. do you know where mr sharma lives
4. may i help you in work
5. fetch me a cup of hot tea
6. alas the plane has crashed
7. what a lovely rose it is
8. may our king live long
9. who are you and what brings you here
10. hello are you here ram
11. always help the poor
12. she has broken the window pane
13. tell me who has beaten you
14. i am a student of b a
15. why should you abuse him

THE COMMA

The comma is the shortest pause. It is used as under :

1. **It separates three or more words of the same part of speech : The last word is often separated by** *and* **or** *or* ; as—

   1. I bought apples, grapes, mangoes and oranges.
   2. She is calm, wise, modest and graceful.
   3. An Asian may be an Indian, a Pakistani, a Burmese or an Afghan etc.

2. **It is used after vocatives** ; as—
   1. Friends, listen to me.
   2. Mama, did you call me ?
3. **It marks off direct quotations** ; as—
   1. She said, "I shall be back very soon."
   2. The master said, "Why have you disturbed me ?"
4. **It separates the words—*yes, no*—in answers** ; as—
   1. No, thanks.
   2. Yes, he is known to me.
5. **It separates the date and the year** ; as—
   1. June 27, 1980.
   2. August 15, 1947.
6. **It separates short co-ordinate clauses** ; as—
   1. I came, I saw, I conquered.
   2. The stream flowed, roared and widened.
7. **After the word—*well*—used as an interjection** ; as—
   1. Well, come in and have a seat.
   2. Well, touch him if you dare.
8. **It separates two degrees** ; as—
   1. T.R. Bhanot M.A., B.T.
   2. O.P. Shastri, M.A., M.O.L.
9. **After salutations and complementary endings in letters** ; as—

   Salutations :

   Dear uncle,　　Dear Anil,　　My dear sister,

   Endings :

   Yours obediently,　　Yours faithfully,

   Yours sincerely,　　Yours affectionately,
10. **It marks off a word repeated for the sake of stress** ; as—
    1. He is very, very cunning.
    2. Try, try, try again.

EXERCISES

Punctuate the following sentences with **commas** :

1. My brother is strong brave bold and diligent.
2. Tigers lions elephants and bears were all there.
3. Our hockey team will visit Burma Pakistan Ceylon and Japan.
4. Mohan be helpful to all.
5. Here is your watch Ramesh.
6. Akbar the Great was a great emperor.
7. Mr. Tinku the Patwari is corrupt.
8. My brother Harish has stood first.
9. Ram said "I shall not have my dinner today mama."
10. Money is after all not everything.
11. What is then your opinion ?
12. No not at all.
13. Yes with great pleasure.
14. May 15 1976.
15. R.P. Gupta B.A. B.Ed.
16. They came they sat they dispersed.
17. Work work work till you are too tired to work.
18. Run run run or you will miss the fun.
19. Well let us go for a river-bath.
20. Ranjit Singh the Lion of the Punjab was a great monarch.
21. Tipu the Tiger of Mysore was very very brave.

THE SEMI-COLON (;)

The semi-colon is a longer pause than a comma. It is used as under :

1. **It separates co-ordinate clauses** ; as—
   1. The rich are often miserly ; the poor, generous.
   2. To err is human ; to forgive, divine.
2. **It separates clauses of compound sentences when they are connected by certain conjunctions** ; as—
   1. I have no money ; *therefore* I can't buy this book.
   2. You will have to work hard ; *else* you will fail.

3. **When examples are introduced by words**—*e.g.*, *viz.* etc. **they are preceded by a semi-colon** ; as—
    1. There are three golden principles of life ; *viz.* truth, honesty and non-violence.
    2. Good correspondence has two rules ; namely, promptness and precision.
4. **It separates pairs of words separated by commas** ; as—
    sale, sail ; hale, hail ; fair, fare ; etc.

THE COLON (:)

The colon is a longer pause than a semi-colon. It is used as under :

1. **It introduces maxims** ; as—
    1. Shakespeare says : Brevity is the soul of wit.
    2. It is said : A fault denied is a hundred times committed.
2. **It is used before enumerating facts or things etc.** ; as—
    1. Chief rivers of North India are : the Ganga, the Yamuna and the Brahmaputra.
    2. Chief works of Kalidasa are : Meghadoot, Ritu Samhar and Abhigyan Shakuntalam.

EXERCISES

Punctuate the following sentences with **colons** *and* **semi-colons** :

1. I have fever therefore I cannot attend school.
2. The rich are often cruel the poor, kind.
3. He wants books to read a house to live in friends to talk with and money to spend.
4. Distinguish between the following pairs of words
    meat, meet pail, pale bear, bare.
5. Shakespeare says only a fool thinks that he is wise.
6. Chief mountains of India are the Himalayas, the Vindhyas, the Ghats and the Aravallis.
7. Most nouns form their plurals by adding *s* as—
    dogs, hens, cats etc.

8. It was evening the sun was setting the birds were flying to their nests and the darkness was falling fast.
9. Reading maketh a full man writing an exact man speaking a ready man.
10. He is a perfect gentleman such a man is a jewel in the society.

THE DASH

It is used as under :

1. **After the colon** ; as—

   The causes of the war were as under :—

   1. ....
   2. ....
   3. ....

2. **To mark a parenthesis in a sentence** ; as—
   1. She has two sons—Rakesh and Rajesh.
   2. He is—to tell you the truth—a burglar.

3. **To sum up several things or facts** ; as—
   1. Health, wealth, peace—all were lost.
   2. Riches, honour, family—all were useless for the dying man.

4. **To mark off a sudden turn in thought** ; as—
   1. If only I had been wise—but why cry over spilt milk ?
   2. If you wish to sell your watch—by the way, where did you buy it ?

THE HYPHEN

It is a much shorter dash and is used to join the parts of compound words : as—

touch-me-not
forget-me-not
brother-in-law
mother-in-law
book-worm
class-room

EXERCISES

Exercise 1. *Punctuate each of the following sentences with a* **dash** *where necessary :*

1. If only I had learnt to write but why lament over the past.
2. She has two brothers Ram and Sham.

3. His death came as he had wished without any illness.
4. God must help us yes sure.
5. High and low, rich and poor, old and young all love their country.
6. Ram the eldest of the four princes was exiled by his step-mother.
7. Raka is between you and me very mean.
8. Friends, relatives, parents, wife and children all deceived him in old age.
9. Buddha said Love thy neighbour as thyself.
10. At last to be brief they reached back home.
11. I am afraid of him I cannot face him at all.
12. Jesus Christ says Do not hate anyone.

Exercise 2. *Here are two columns of ten words each. Take one from each and make a* **hyphenated compound word.** *You can make ten compound words in all.*

	A	B
1.	brush	hill
2.	room	have
3.	hearted	shine
4.	side	spread
5.	wide	kind
6.	hide	cat
7.	nots	bath
8.	shoe	out
9.	tip	tooth
10.	tub	bed

Exercise 3. *Here are three columns of five words each. Take a word form each column and form a* **compound word** *with two hyphens in each. Make five words in all.*

	A	B	C
1.	brother	and	war
2.	tug	of	war
3.	man	for	nothing
4.	good	in	seek
5.	hide	of	law

THE INVERTED COMMAS

(*a*) They are also called **Quotation Marks or Raised Commas. They enclose quotations** or **directly reported speeches** ; as—

1. The son said, "What can I do for you, mummy ?"
2. "Beauty is truth, truth beauty," says Keats.

(*b*) **They are used to single out special names** : as—

1. "The Gitanjali" is Tagore's best work.
2. They sailed in the "Victory" to England.

(*c*) **Single raised commas are used to mark a quotation within a quotation** ; as—

1. Ram said, "My father often says : 'Duty is life'."
2. The teacher said, " 'Work is worship' is a popular saying."

THE APOSTROPHE

The apostrophe is used as under :

1. **To form the possessive case of nouns** : as—

   Meera's doll   one's own views

2. **To make plurals of letters and figures** : as—

   M.A.'s   5's   t's   i's

3. **To indicate omission of a letter or letters** : as—

   it is = 'tis   ever = e'er
   never = ne'er   honourable = Hon'ble
   will not = won't   did not = didn't
   do not = don't   cannot = can't

EXERCISES

Exercise 1. *Punctuate each sentence putting* **inverted commas** *where necessary* :

1. The teacher said to me why are you late ?
2. The pioner is a well-known paper.
3. He said, I would rather die than beg.
4. They say, It is said Life is a battle.
5. Keats says, A thing of beauty is a joy for ever.

6. The Sun is a popular magazine.
7. Shakespeare's King Lear is a famous tragedy.
8. Convey my Jai Hind to Guptaji.
9. Mohan, said the mother, will you make my bed ?

Exercise 2. *Put an* **apostrophe** *where needed* :

1. Mohans pen has been stolen today.
2. Always dot your i s and cross your t s.
3. Three 4s make twelve.
4. Even M.P.s are corrupt these days.
5. How many B.A.s are there in your village ?
6. Add up three 5s and two 3s.
7. One must do ones duty honestly.
8. Consider the hows and whys of a thing before doing it.
9. To get a scholarship is not a childs play.
10. Here are lying the boys satchels.
11. Two miles distance is not a long one.
12. t s are written in two-and-a-half lines each not in three lines.

Exercise 3. *Write in the* **clipped form** :

1. Even .... 2. it was ....
3. Though .... 4. They have ....
5. Over .... 6. shall not ....
7. I would .... 8. I had ....
9. will not .... 10. do not ....
11. I have .... 12. honourable ....
13. Ever .... 14. never ....
15. did not .... 16. has not ....
17. are not .... 18. I will ....

SOLVED EXAMPLES ON PUNCTUATION

1. i am a young boy mala (*Unpunctuated*)
I am a young boy, Mala. (*Punctuated*)

2. ill stop at jaipur on the way she said (*Unpunctuated*)
"I'll stop at Jaipur on the way," she said. (*Punctuated*)

3. many were called but few selected (*Unpunctuated*)
Many were called ; but few, selected. (*Punctuated*)

4. with all thy faults i love you my son (*Unpunctuated*)
With all thy faults, I love you, my son. (*Punctuated*)

5. the pupil said they say health is wealth (*Unpunctuated*)
The pupil said, “They say : ‘Health is Wealth’.” (*Punctuated*)

6. good god what shall i do with it (*Unpunctuated*)
Good God ! what shall I do with it ? (*Punctuated*)

7. babur it is said never lost heart (*Unpunctuated*)
Babur, it is said, never lost heart. (*Punctuated*)

8. mahatma gandhi has been a great man he was honest pious wise and god fearing (*Unpunctuated*)
Mahatma Gandhi has been a great man. He was honest, pious, wise and God-fearing. (*Punctuated*)

9. can you tell me the way to the nearest inn said the traveller yes said the farmer do you want one where you can spend the night (*Unpunctuated*)
“Can you tell me the way to the nearest inn ?” said the traveller.” “Yes,” said the farmer, “do you want one where you can spend the night ?” (*Punctuated*)

10. i shall take this toy said makhan his father said to the toy seller what cost is this toy five paise sir he replied (*Unpunctuated*)
“I shall take this toy,” said Makhan. His father said to the toy-seller, “What cost is this toy ?” “Five paise, sir,” he replied. (*Punctuated*)

EXERCISES

Exercise 1 *Punctuate the following using capital letters where necessary* :

1. i like apples mangoes grapes and oranges what do you like mohan
2. she walks gracefully gently and lightly
3. the ramayana was written by valmiki
4. may i help you mother said kanta
5. boys are after all boys
6. ramu truly speaking is just a rogue
7. help me o god

8. she will pass you never
9. alas we are undone
10. she doesnt know the reality
11. always cross your t s carefully
12. he brought books pens note books pencils toys and sweets for his small sister
13. he s ninty but i m eighty five
14. have patience papa he said you have nothing to fear
15. yes come in said the teacher

Exercise 2. *Punctuate using capital letters where necessary* :

1. can you come to see me on your own expense said the officer no said i the distance is long and i ve no money with me
2. one day i said to friday dont you wish to be home again yes he said what would you do there said i
3. buddha was a great teacher he taught the lesson of love and peace his message spread to all parts of the country later on it spread to other countries too
4. some time ago i had been to a childrens school in england the little ones there were singing dancing drawing knitting and hearing stories
5. for what sins of mine o lord am i being punished like that cried the widow do not lose heart nimmo everything shall be all right said her father
6. soon we stopped at a fruiterers really good apples sir he said with a smile
7. what the hell are you doing here mohan get out at once said naresh mohan winced at the insult but kept quiet and slipped away
8. the rain drops kissed the earth and whispered we are your homesick children have you forgotten us we have come back to you from heaven
9. duryodhana plainly speaking was a rascal he caught draupadi and tried to render her naked draupadi said do i see here men or statues dare no one speak against this injustice only god can save my honour now

10. my lady said the kind old woman this is prithvi raj
11. how are you my sweet kate he asked see how much i think about your comfort
12. but why are you doing this asked miranda these men have done you no harm
13. why cant you be like mohan my little boy asked the mother he never cries for anything
14. phatik opened his eyes flushed with fever and looked up to the ceiling and said uncle have the holidays come may i go home
15. the shepherd finding his flock destroyed exclaimed i have been rightly served why did i trust my sheep to a wolf

SECTION II

VOCABULARY AND USAGE

UNIT I

I. SINGULARS AND PLURALS

A. The following nouns are used as ***plurals*** **:**

1. **cattle** : The *cattle are* grazing in the field.
2. **people** : The *people know* the reality.
3. **vermin** : The *vermin are* harmful to crops.
4. **goods** : The *goods are* lying at sixes and sevens.
5. **alms** : *Alms were* given to the poor.
6. **wages** : The *wages are* generally low these days.
7. **scissors** : The *scissors are* an important tool for a tailor.
8. **compasses** : The *compasses are* a geometrical instrument.
9. **trousers** : These *trousers are* very tight for me.
10. **riches** : *Riches have* wings.
11. **surroundings** : Always keep your *surroundings* clean.
12. **folk** : Women *folk are* weak.
13. **vegetables** : Bring two rupee's worth of *vegetables.*
14. **ashes** : Her *ashes were* immersed in the Ganges.
15. **tongs** : The *tongs are* used in the kitchen.

B. The following nouns are used as ***singulars*** **:**

1. **abuse** : He gave me *much abuse.*
2. **information** : He gave us *full information* about it.
3. **alphabet** : The English *alphabet has* 26 letters.
4. **furniture** : The house is full of *good furniture.*
5. **offspring** : A man's children are his *offspring.*
6. **poetry** : The *poetry is* one of the five fine arts.
7. **scenery** : The *scenery* of Kashmir *is* charming.
8. **advice** : His *advice is* really useful.
9. **Physics** : *Physics is* a branch of science.
10. **Mathematics** : *Mathematics is* my favourite subject.

11. **Fruit** : *Fruit was* served after the dinner.
12. **hair** : Her *hair is* curly.
13. **news** : What *is* the latest *news* ?
14. **politics** : *Politics has* become very dirty these days.
15. **innings** : The first *innings is* over.

II. CRIES AND SOUNDS

A. CRIES OF ANIMALS :

	Animals	*Cry*		*Animals*	*Cry*
1.	An ass	**brays**	21.	A horse	**neighs**
2.	A bear	**growls**	22.	A jackal	**howls**
3.	A bee	**hums**	23.	A kite	**screams**
4.	A bird	**chirps**	24.	A lark	**sings**
5.	A bull	**bellows**	25.	A lion	**roars**
6.	A camel	**grunts**	26.	A mouse	**squeaks**
7.	A cat	**mews**	27.	An owl	**hoots**
8.	A cow	**lows**	28.	An ox	**lows**
9.	A cock	**crows**	29.	A parrot	**talks**
10.	A crow	**caws**	30.	A pig	**grunts**
11.	A dog	**barks**	31.	A pigeon	**coos**
12.	A dove	**coos**	32.	A raven	**croaks**
13.	A duck	**quacks**	33.	A snake	**hisses**
14.	An elephant	**trumpets**	34.	A sheep	**bleats**
15.	A fly	**buzzes**	35.	A swallow	**twitters**
16.	A frog	**croaks**	36.	A swan	**cries**
17.	A goose	**cackles**	37.	A tiger	**growls**
18.	A goat	**bleats**	38.	A turkey	**gobbles**
19.	A hawk	**screams**	39.	A vulture	**screams**
20.	A hen	**clucks**	40.	A wolf	**growls**

B. SOUND OF OBJECTS

	Objects	*Sound*		*Objects*	*Sound*
1.	Aeroplanes	**zoom**	6.	Hands	**clap**
2.	Arms	**clang**	7.	Hoots	**clatter**
3.	Bells	**ring**	8.	Leaves	**rustle**
4.	Boots	**creak**	9.	Rain	**patters**
5.	Bows	**twang**	10.	Engines	**whistle**

11.	Bugles	**blow**	19.	Rifles	**report**
12.	Coins	**clink**	20.	Steam	**hisses**
13.	Clocks	**tick**	21.	Teeth	**chatter**
14.	Clouds	**thunder**	22.	A stream	**bubbles**
15.	Doors	**bang**	23.	Trains	**rumble**
16.	Dishes	**rattle**	24.	A wind	**sighs**
17.	Fire	**crackles**	25.	Wheels	**rattle**
18.	Guns	**boom**	26.	Wings	**flap**

III. YOUNG ONES OF ANIMALS

	Animal	*Young one*		*Animal*	*Young one*
1.	ass	**foal**	13.	hare	**leveret**
2.	bear	**cub**	14.	hen	**chicken**
3.	cat	**kitten**	15.	horse	**colt, filly**
4.	cow	**calf**	16.	kangaroo	**joey**
5.	deer	**fawn**	17.	lion	**whelp**
6.	dog	**puppy**	18.	pig	**piglet**
7.	duck	**duckling**	19.	sheep	**lamb**
8.	eagle	**eaglet**	20.	stag	**fawn**
9.	elephant	**calf**	21.	swan	**cygnet**
10.	frog	**tadpole**	22.	snake	**tadpole**
11.	**goat**	**kid**	23.	tiger	**cub**
12.	goose	**gosling**	24.	wolf	**cub**

IV. OCCUPATIONS

1. **Actor**—a person who acts on stage
2. **Artist**—a person who practises a fine art
3. **Artisan**—a person who practises a craft
4. **Author**—a person who writes books
5. **Banker**—a person who lends money on interest
6. **Barber**—a person who does hair-cuts
7. **Broker**—a person who acts as a middleman in bargains
8. **Butcher**—a person who sells us meat
9. **Carpenter**—a person who works in wood
10. **Chauffeur**—a person who is a professional driver
11. **Chemist**—a person who sells medicines
12. **Cobbler**—a person who mends shoes
13. **Conductor**—a person who conducts a bus
14. **Confectioner**—a person who deals in sweets

15. **Dentist**—a person who cures tooth-diseases
16. **Doctor**—a person who cures the sick
17. **Draper**—a person who deals in bed-sheets and curtains
18. **Dyer**—a person who dyes clothes
19. **Florist**—a person who sells flowers
20. **Fruiterer**—a person who sells fruit
21. **Gardener**—a person who looks after a garden
22. **General Merchant**—a person who deals in general things
23. **Glazier**—a person who does glass-work
24. **Green Grocer**—a person who sells vegetables
25. **Grocer**—a person who sells corn, pulses etc.
26. **Hosier**—a person who sells hosiery goods
27. **Hawker**—a person who hawks his wares
28. **Journalist**—a person who writes for magazines
29. **Juggler**—a person who practices jugglery
30. **Launderer**—a person who runs a laundry
31. **Lawyer**—a person who practises law
32. **Librarian**—a person who maintains a library
33. **Locksmith**—a person who makes and repairs locks
34. **Magician**—a person who practises magic
35. **Mason**—a person who builds houses
36. **Mechanic**—a person who makes or uses machines
37. **Miner**—a person who works in a mine
38. **News agent**—person who collects news for newspapers
39. **Optician**—a person who makes or sells optical instruments
40. **Palmist**—a person who reads human palms
41. **Pedlar**—a travelling vendor of small wares
42. **Porter**—a person who carries luggage
43. **Saddler**—a person who makes saddles
44. **Sailor**—a person who sails a ship etc.
45. **Sculptor**—a person who shapes stones into forms
46. **Shepherd**—a person who tends sheep
47. **Stationer**—a person who deals in stationary
48. **Stoker**—a person who stokes the fire
49. **Scavenger**—a person who sweeps the streets clean
50. **Milliner**—a person (especially woman) who makes hats
51. **Seamstress**—a sewing woman

V. MEALS

1. **Breakfast**—the first light meal of the day
2. **Luncheon**—generally called *lunch* is the meal at noon
3. **Dinner**—big meal towards the evening
4. **Supper**—heavy meal at night

VI. GREETINGS

	Time	*Meeting*	***Parting***
1.	**Morning**	Good morning	Good day
2.	**Noon**	Good noon	Good day
3.	**Afternoon**	Good afternoon	Good night
4.	**Evening or night**	Good evening	Good night

VII. ABBREVIATIONS

1. **A.D.** for Anno Domini (*in the year of the Lord*)
2. **A.G.** for Accountant General
3. **A.M.** for Ante Meridian (*before mid-day*)
4. **B.A.** for Bachelor of Arts
5. **B.C.** for Before Christ
6. **B.Ed.** for Bachelor of Education
7. **D.C.** for Deputy Commissioner
8. **G P.O.** for General Post Office
9. **LL B.** for Bachelor of Law
10. **M.A.** for Master of Arts
11. **M.B.B.S.** for Bachelor of Medicine and Surgery
12. **M.D.** for Doctor of Medicine
13. **M.P.** for Madhya Pradesh or Member of Parliament
14. **M.C.** for Municipal Committee
15. **P.O.** for Post Office
16. **P.S.** for Post Script
17. **P.W.D.** for Public Works Department
18. **V.I.P.** for Very Important Person
19. **V.V.I P.** for Very Very Important Person
20. **V.P.P.** for Value Payable Parcel
21. **H.M.** for Head Master
22. **S.M.** for Station Master
23. **U.K.** for United Kingdom
24. **U.S.A.** for The United States of America
25. **U.S.S.R.** for The Union of Socialist Soviets Republic

26. **B.B.C.** for British Broadcasting Corporation
27. **R.M.S.** for Railway Mail Service
28. **Capt.** for Captain
29. **Col.** for Colonel
30. **Distt.** for District
31. **Gen.** for General
32. **Lieut.** for Lieutenant
33. **Messers.** for Messieurs
34. **Mr.** for Monsieur or Mister
35. **Rev.** for Revered
36. **Inst.** for Instant (*this month*)
37. **Prox.** for proximo (*next month*)
38. **Govt.** for Government
39. **Prof.** for Professor

VIII. USEFUL VOCABULARY

1. **aerodrome**—landing place for airships
2. **aggression**—attack on a country without cause
3. **air-raid**—an attack of bombs thrown from airships
4. **ambulance**—mobile hospital following an army
5. **auditor**—a person who checks up accounts
6. **black-out**—complete darkening of light-sources as a precaution against an air-raid
7. **buodoir**—a lady's private room
8. **casualty**—a list of soldiers wounded or killed in a battle
9. **cemetery**—a place where dead bodies are buried
10. **crematory**—a place where dead bodies are burnt
11. **curfew**—the order for civil population to keep indoors during certain hours
12. **detenu**—a state prisoner
13. **dockyard**—a place where ships are built
14. **encyclopaedia**—a book of knowledge and information
15. **garage**—a shed for motor cars
16. **gymnasium**—a building for practising gymnastics
17. **laboratory**—a building where experiments are performed
18. **lavatory**—a place for washing hands and face
19. **lullaby**—a song to put babies to sleep
20. **lunatic asylum**—a hospital for treatment of the insane (mad)

IX. OPPOSITES (ANTONYMS)

	Word	*Antonym*		*Word*	*Antonym*
1.	absent	present	33.	gain	loss
2.	able	unable	34.	giant	dwarf
3.	active	passive (inactive)	35.	give	take
4.	accept	reject	36.	great	small
5.	agree	differ (disagree)	37.	happy	sad
6.	appear	disappear	38.	hard	soft
7.	arrive	depart	39.	haste	delay
8.	ascend	descend	40.	hate	love
9.	attract	repel	41.	high	low
10.	beginning	end	42.	honour	dishonour
11.	big	little	43.	humble	proud
12.	blunt	sharp	44.	make	mar
13.	bold	timid	45.	oral	written
14.	brave	cowardly	46.	particular	general
15.	bright	dull	47.	peace	war
16.	broad	narrow	48.	permanent	temporary
17.	busy	idle	49.	pleasant	unpleasant
18.	confess	deny	50.	proud	humble
19.	cover	discover	51.	profit	loss
20.	deep	shallow	52.	punish	reward
21.	difficult	easy	53.	pure	impure
22.	diligent	lazy	54.	remember	forget
23.	decrease	increase	55.	savage	civilised
24.	early	late	56.	severe	mild
25.	encourage	discourage	57.	strict	lenient
26.	exterior	interior	58.	senior	junior
27.	false	true	59.	superior	inferior
28.	fresh	stale	60.	sweet	bitter
29.	full	empty	61.	virtue	vice
30.	fail	pass	62.	wide	narrow
31.	freedom	slavery	63.	wise	foolish
32.	fit	unfit	64.	young	old

X. WORD BUILDING

A—NOUNS FROM VERBS

	Verb	Noun		Verb	Noun
1.	abound	abundance	34.	bury	burial
2.	absent	absence	35.	beat	beating
3.	accept	acceptance	36.	carry	carriage
4.	accord	accordance	37.	choose	choice
5.	achieve	achievement	38.	close	closure
6.	act	action	39.	clean	cleanliness
7.	add	addition	40.	compare	comparison
8.	admire	admiration	41.	complete	completion
9.	admit	admission	42.	collect	collection
10.	adopt	adoption	43.	consider	consideration
11.	advise	advice	44.	contain	contents
12.	agree	agreement	45.	continue	continuity
13.	allot	allotment	46.	converse	conversation
14.	allow	allowance	47.	connect	connection
15.	amaze	amazement	48.	decide	decision
16.	amuse	amusement	49.	declare	declaration
17.	appear	appearance	50.	deduct	deduction
18.	apply	application	51.	defend	defence
19.	arrive	arrival	52.	define	definition
20.	assure	assurance	53.	deny	denial
21.	astonish	astonishment	54.	depart	departure
22.	attend	attention	55.	dig	ditch
23.	bathe	bath	56.	die	death
24.	bear	birth	57.	describe	description
25.	begin	beginning	58.	destroy	destruction
26.	behave	behaviour	59.	differ	difference
27.	believe	belief	60.	discover	discovery
28.	bind	bond	61.	do	deed
29.	bite	bit	62.	drink	draught
30.	bless	bliss, blessing	63.	drive	drove
31.	break	breach	64.	drip	drop
32.	breathe	breath	65.	feed	food
33.	breed	brood	66.	go	gait

B. NOUNS FROM ADJECTIVES

	Adjective	*Noun*		*Adjective*	*Noun*
1.	able	ability	34.	frequent	frequency
2.	absent	absence	35.	frank	frankness
3.	active	activity	36.	gay	gaiety
4.	bitter	bitterness	37.	good	goodness
5.	brave	bravery	38.	grand	grandeur
6.	broad	breadth	39.	great	greatness
7.	bright	brightness	40.	greedy	greed
8.	busy	business	41.	grave	gravity
9.	calm	calmness	42.	happy	happiness
10.	careful	carefulness	43.	hard	hardness
11.	cheap	cheapness	44.	harsh	harshness
12.	certain	certainty	45.	high	height
13.	clean	cleanliness	46.	holy	holiness
14.	cold	coldness	47.	honest	honesty
15.	cowardly	cowardice	48.	hot	heat
16.	correct	correctness	49.	humble	humility
17.	curious	curiosity	50.	idle	idleness
18.	dear	dearth	51.	ignorant	ignorance
19.	deep	depth	52.	inferior	inferiority
20.	dense	density	53.	ill	illness
21.	difficult	difficulty	54.	innocent	innocence
22.	dry	dryness	55.	just	justice
23.	electric	electricity	56.	large	largeness
24.	empty	emptiness	57.	lame	lameness
25.	equal	equality	58.	little	littleness
26.	extreme	extremity	59.	local	locality
27.	fair	fairness	60.	long	length
28.	faithful	faithfulness	61.	lovely	loveliness
29.	false	falsehood	62.	loose	looseness
30.	fateful	fate	63.	major	majority
31.	fertile	fertility	64.	merry	merriment
32.	foolish	foolishness	65.	necessary	necessity
33.	free	freedom	66.	wise	wisdom

C. ADJECTIVES FROM NOUNS

	Noun	*Adjective*		*Noun*	*Adjective*
1.	advice	advisable	21.	danger	dangerous
2.	affection	affectionate	22.	day	daily
3.	air	airy	23.	death	dead
4.	anger	angry	24.	dog	doggish
5.	angle	angular	25.	duty	dutiful
6.	Asia	Asian	26.	earth	earthen
7.	atmosphere	atmospheric	27.	ease	easy
8.	beauty	beautiful	28.	east	eastern
9.	blood	bloody	29.	face	facial
10.	book	bookish	30.	faith	faithful
11.	boy	boyish	31.	fate	fateful
12.	brass	brazen	32.	fault	faulty
13.	brother	brotherly	33.	favour	favourable
14.	bush	bushy	34.	fire	fiery
15.	centre	central	35.	fog	foggy
16.	cheer	cheerful	36.	force	forceful
17.	child	childish, childlike	37.	fool	foolish
			38.	fun	funny
18.	circle	circular	39.	fortune	fortunate
19.	courage	courageous	40.	France	French
20.	coward	cowardly	41.	gas	gaseous

D. VERBS FROM NOUNS

	Noun	*Verb*		*Noun*	*Verb*
1.	advice	advise	11.	class	classify
2.	bath	bathe	12.	cloth	clothe
3.	beauty	beautify	13.	company	accompany
4.	belief	believe	14.	courage	encourage
5.	black	blacken	15.	danger	endanger
6.	blood	bleed	16.	drop	drip
7.	brass	braze	17.	example	exemplify
8.	breath	breathe	18.	flower	flourish
9.	brood	breed	19.	food	feed
10.	circle	encircle	20.	fool	befool

	Noun	*Verb*		*Noun*	*Verb*
21.	friend	befriend	31.	justice	justify
22.	fright	frighten	32.	knee	kneel
23.	frost	freeze	33.	knot	knit
24.	glass	glaze	34.	life	live
25.	grass	graze	35.	nest	nestle
26.	hand	handle	36.	peace	pacify
27.	haste	hasten	37.	population	populate
28.	head	behead	38.	power	empower
29.	health	heal	39.	practice	practise
30.	joy	enjoy	40.	price	prize

E. VERBS FROM ADJECTIVES

	Adjective	*Verb*		*Adjective*	*Verb*
1.	able	enable	13.	different	differ
2.	bitter	embitter	14.	equal	equate
3.	broad	broaden	15.	fertile	fertilize
4.	certain	ascertain	16.	fine	refine
5.	civil	civilize	17.	firm	confirm
6.	clean	cleanse	18.	flat	flatten
7.	clear	clarify	19.	fond	fondle
8.	cool	chill	20.	fresh	refresh
9.	dark	darken	21.	full	fill
10.	deep	deepen	22.	glad	gladden
11.	dear	endear	23.	hale	heal
12.	dense	condense	24.	hard	harden

XI. COMMON ERRORS

A—AGREEMENT OF THE VERB WITH ITS SUBJECT

(*a*) *The verb agrees in number and person with its* **subject.** *Two or more subjects joined by* **and**, *take a* **plural verb**.

	Incorrect	*Correct*
1.	**He** don't like to be fined.	He **doesn't** like to be fined.
2.	This **kind** of apples are sweet.	This kind of apples is sweet.
3.	There stands **Ram** and **Sham**.	There **stand** Ram and Sham.
4.	**Here** come their **daddy**.	Here **comes** their daddy.

(*b*) *But if subjects joined by* **and** *refer to the same thing, they take a* **singular verb.**

5.	**Bread and butter** are a good food.	Bread and butter is a good food.
6.	The **horse and carriage** are at the door.	The horse and carriage **is** at the door.
7.	The great **poet and singer are** dead.	The great poet and singer **is** dead.

(*c*) **Each, every, either, neither etc.** *take* **singular verbs.**

8.	**Each** of them are honest.	Each of them **is** honest.
9.	**Either** of the two friends are at fault.	Either of the two friends **is** at fault.
10.	**Neither** of the two girls are ugly.	Neither of the two girls **is** ugly.
11✓	**Everybody** should do their duty.	Everybody should do **his** duty.

(*d*) *When a plural refers to a single thing or quantity etc. it takes a* **singular verb.**

12.	Sixteen miles **are** a long **distance**.	Sixteen miles **is** a long distance.
13.	*Two hundred rupees* **are** a small **amount**.	Two hundred rupees **is** a small amount.
14.	*The United States* **are** a big **country.**	The United States **is** a big country.

(*e*) **Much, little** *used as nouns take a* **singular verb.**

15.	**Much have** been done for you.	Much **has** been done for you.
16.	**Little have** been done so far.	Little **has** been done so far.

B. ERRORS IN THE USE OF NOUNS

	Incorrect	*Correct*
1.	I have *many works* to do.	I have **much work** to do.
2.	He gave me *many advices.*	He gave me **much advice.**
3.	*These furnitures* are very nice.	**This furniture** is very nice.
4.	*The sceneries* of Kashmir *are* very charming.	The **scenery** of Kashmir **is** very charming.
5.	She has read *many poetries.*	She has read **many poems.**
6.	The news of his death *are* ture.	The news of his death **is** true.
7.	Her *hair* are curly.	Her **hair** is curly.
8.	He has *ten grey hair* on his head.	He has **ten grey hairs** on his head.
9.	The *cattle is* grazing.	The **cattle are** grazing.
10.	*Mathematics* are a tough subject.	**Mathematics is** a tough subject.
11.	*Fruits were* served after the dinner.	**Fruit was** served after the dinner.
12.	*Green vegetable is* good for health.	**Green vegetables are** good for health.
13.	She went out by the *house's door.*	She went out by the **house-door** (or door of the house).
14.	My *father's-in-law* house is very grand.	My **father-in-law's** house is very grand.
15.	Tulsidas lived during *Akbar's the Great* time.	Tulsidas lived during **Akbar the Great's time.**
16.	The road is under *repair.*	The road is under **repairs**.
17.	He is a *man of word.*	He is a **man of his word**.
18.	I had my *meal* at 1 p.m.	I had my **meals** at 1 p.m.
19.	I have read *two-third of* the book.	I have read **two-thirds of** the book.

20.	He is *one of the best boy* in the class.	He is **one of the best boys** in the class.
21.	We saw a *match of volley-ball.*	We saw a **volley-ball match.**
22.	What is your *birth-day* ?	What is the **date of your birth** ?
23.	I bought a *blotting* and a *copy.*	I bought **blotting-paper** and a **copy-book.**
24.	We are leaving by *10-30 o'clock train.*	We are leaving by **10-30 train.**
25.	There is no *place* for you on this desk.	There is no **room** for you on this desk.

C. ERRORS IN THE USE OF PRONOUNS

	Incorrect	*Correct*
1.	*Yours* loving son.	**Your** loving son.
2.	*Your* obediently	**Yours** obediently
3.	Never *keep yourself away* from school.	Never **keep away** from school.
4.	I *feel myself unwell* today.	**I feel unwell** today.
5.	We *enjoyed* a lot there.	We **enjoyed ourselves** a lot **there.**
6.	Tell me *who* you met.	Tell me **whom** you met.
7.	Tell me *whom* met you.	Tell me **who** met you.
8.	*Who* is the taller—Ram or Sham ?	**Which** is the taller—Ram or Sham ?
9.	*Each* of the two girls is tall.	**Either** of the two girls is tall.
10.	*None* of the two girls is tall.	**Neither** of the two girls is tall.
11.	Ram and Sham love *one* another.	Ram and Sham love **each other**.
12.	All men should love *each other.*	All men should love **one another.**

13.	*I*, *he* and *you* will go to the movies.	**You**, **he** and **I** will go to the movies.
14.	*You*, *he* and *I* are to blame.	**I**, **you** and **he** are to blame.
15.	You and *me* shall go there.	You and **I** shall go there.
16.	I like both you and *he*.	I like both you and **him**.
17.	Let *they* try once more.	Let **them** try once more.
18.	It is *me*, sir.	It is **I**, sir.
19.	Ram is taller than *me*.	Ram is taller than **I**.
20.	She is as good as *him*.	She is as good as **he**.
21.	They know it as well as *us*.	They know it as well as **we**.
22.	One must do *his* duty.	One must do **one's** duty.
23.	Your pen is finer than *my*.	Your pen is finer than **mine**.
24.	*Your this shirt* is very fine.	**This shirt of yours** is very fine.
25.	Where is *mine* book ?	Where is **my** book ?
26.	You and he have done *their* work.	You and he have done **your** work.
27.	You and I have done *your* work.	You and I have done **our** work.

D. ERRORS IN THE USE OF ADJECTIVES

	Incorrect	*Correct*
1.	This tree is *very large* than that.	This tree is **larger** than that.
2.	Kalidas is greater than *all poets*.	Kalidas is greater than **any** other poet.
3.	Ram is the *wisest* of the two.	Ram is the **wiser** of the two.
4.	Which is taller—you or he ?	**Who** is the taller—you or he ?
5.	Hari is *more wiser* than his brother.	Hari is far **wiser** than his brother.

6.	My horse is the most *swiftest* horse.	My horse is by far the **swiftest.**
7.	This book is *superior* than that.	This book is *superior to* that.
8.	She is *junior than* me by two years.	She is *junior to* me by two years.
9.	I *prefer* this pen *than* that.	**I prefer** this pen **to** that.
10.	*No less than* ten boys are in the room.	**No fewer than** ten boys are in the room.
11.	She feeds *the poors* daily.	She feeds **the poor** daily.
12.	I shall give you *many informations.*	I shall give you **much information.**
13.	The jug has *any* milk.	The jug has **some milk.**
14.	The jug has *no any* milk.	The jug has **no** milk.
15.	I have a *strong* headache.	I have a **severe** headache.
16.	I thank you for your *sweet* words.	I thank you for your **kind** words.
17.	Never go out *open-headed.*	Never go out **bare-head.**
18.	I met him *on that day.*	I met him **the other day.**
19.	I have *many rupees.*	I have **much money.**
20.	He is my *older* brother.	He is my **elder** brother.
21.	Speak *more loudly.*	Speak **louder.**
22.	This is a *worth seeing* house.	This house is **worth seeing.**
23.	She is *enough rich* to spend on it.	She is **rich enough** to spend on it.
24.	*A little* boys are as good as Mohan.	**A few** boys are as good as Mohan.
25.	This book is *inferior than* that.	This book is **inferior to** that.
26.	She is *senior than* you in age.	She is **senior to** you in age.
27.	He is very *high.*	He is very **tall.**

E. ERRORS IN THE USE OF ARTICLES

	Incorrect	*Correct*
1.	He is *a* M.A.	He is **an** M.A.
2.	He is *a* honest man.	He is **an** honest man.
3.	I bought *an* uniform.	I bought **a** uniform.
4.	*An* one-eyed man lived there.	A one-eyed man lived there.
5.	She had sound sleep.	She had **a** sound sleep.
6.	*The cows are* milch animals.	**The cow is** a milch animal.
7.	*Horse* is a faithful animal.	**The horse** is a faithful animal.
8.	*Himalayas* is the highest mountains.	**The himalayas** are the highest mountains.
9.	*Earth* is very hot inside.	**The earth** is very hot inside.
10.	*The Bombay* is in India.	**Bombay** is in **India**.
11.	*The iron* is a useful metal.	**Iron** is a useful metal.
12.	*The beauty* cannot be made.	**Beauty** cannot be made.
13.	*Father and son* were happy.	**The father** and **the son** were happy.
14.	*A white and black cow* were grazing.	A **white** and **a black** cow were grazing.
15.	The English is the language of English.	**English** is the language of **the English**.
16.	I have never seen a *such good picture*.	I have never seen **such a good picture**.
17.	He spent *all money* he had.	He spent **all the money** he had.
18.	There are *good many* tigers in this forest.	There are a **good many** tigers in this forest.
19.	*A man* is mortal.	**Man** is mortal.
20.	What *kind of a boy* is he ?	What **kind of boy** is he ?
21.	This is *a news* to me.	This is **news** to me.
22.	*What fool* you are !	**What a fool** you are ?
23.	I *feel pain* in my back.	I feel a pain in my back.
24.	I caught him *by his arm.*	I caught him **by the arm**.
25.	This is *a book* I want.	This is **the book** I want.

XII. CORRECT SPELLINGS

A. DAYS OF THE WEEK

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

B. MONTHS OF THE YEAR

January
February
March
April
May
June
July
August
September
October
November
December

C. SOME IMPORTANT LANDS

Africa
America
Australia
Europe
Egypt
Germany
Italy
Russia
Sweden
Spain
Portugal
Argentina

D. SUBJECTS

Arithmetic
Mathematics
Geography
Geometry
Algebra
Hygiene
Physics
Chemistry
English
History
Science
Algebra

E. SOME GREAT MEN

Buddha
Alexander
Christ
Napoleon
Lincoln
Kennedy
Shakespeare
Wordsworth
Shelley
Milton
Byron
Tennyson

F. DISEASES

asthma
cholera
malaria
dysentery
influenza
typhoid
pneumonia
smallpox

G. WORDS WRITTEN SEPARATE

in spite of
per cent
all right
all round
up to
at least
some one
no one
at most

H. WORDS WRITTEN TOGETHER

instead
already
almost
almighty
cannot
inasmuch
wherein
although
percentage
into
onto
almost

I. WORDS GENERALLY MIS-SPELT

A.	acorss	anxious	address	aeroplane	August
	appetite	aerodrome	achieve	across	accept
	allotted	article	autumn	associated	account
B.	balloon	buffalo	banana	boundary	bottle
	beautiful	behaviour	bicycle	buried	beggar
	barrier	bottom	bulletin	business	barber
C.	canal	carrier	cigarette	centre	clerk
	comparison	courteous	Christmas	cemetery	ceremony
	coffee	continuous	captain	courage	conscience
D.	decide	discipline	dying	desert	dyeing
	determine	dynamo	deceive	definite	diligent
E.	earnest	enemy	emperor	engine	extreme
	etiquette	envelope	elbow	expenses	early
F.	favourite	fiery	fulfil	fever	furniture
	famous	furious	fierce	faithful	fond
G.	grateful	grammar	gaiety	guard	gauge
	gallop	guide	gazette	gourd	gallop
H.	handkerchief	height	heard	hockey	heroine
	hundred	hastily	happily	heavily	hatred
I.	ideal	interest	imagine	influence	ivory
	illiterate	immediate	intelligent	interfere	interrupt
J.	judge	jealous	juice	justice	jewel
K.	knife	kneel	knit	kerosene	knowledge
	kettle	kidney	kitten	known	kid
L.	labour	licence	lottery	laughter	library
	luxury	language	ladder	lantern	latitude
	latrine	lawyer	livelihood	luggage	label
M.	maintain	minute	monitor	musician	measure
	majority	minority	miracle	message	mirror
	mountain	manager	muscle	military	medicine

N.	narrate	negro	neutral	necessary	naked
	nephew	niece	nuisance	notorious	neigh
O.	oasis	occur	opinion	obedient	odour
	opposite	owe	origin	occasion	orchard
P.	particular	peculiar	present	patriot	parallel
	permanent	pleasure	pleasant	poison	passenger
	peasant	precious	patient	punctual	participle
Q.	queue	quinine	quarrel	quotient	quotation
R.	religion	refree	revision	rumour	rogue
	receive	reality	recognise	rascal	relief
	rescue	rhyme	righteous	rocket	repetition
S.	shepherd	science	splendid	strength	suicide
	scheme	separate	soldier	supreme	scene
	search	shoulder	squirrel	syllabus	society
	sugar	special	summon	symbol	sympathy
T.	temperature	truly	tournament	travel	telegram
U.	umbrella	until	union	unique	usual
	utter	urine	umpire	universe	ulcer
V.	valuable	villain	velocity	vague	various
	vegetable	voyage	vocabulary	valley	voice
W.	wield	whirl	weapon	whom	weight
	woollen	wretched	wicket	wicked	whistle
Y.	yearn	yawn	yield	youth	yak
Z.	zealous	zenith	zebra	zig-zag	zest

EXERCISES

Exercise 1. *Fill up each blank with the* **correct verb** :

1. The people...............................praising him for his honesty.
2. Alms...................................given to the poor on Id day.
3. The goods..................................lying on the platform.
4. He has a foul tongue. He gave me.......................abuse.

5. My old grandmother gave me.............................advice.
6. The compasses..................................a useful instrument.
7. Riches.......................................on changing hands.
8. The news.. good to be true.
9. The second innings...............................about to start.

Exercise 2. *Fill up each blank with a* **verb of sound** *or* **cry** :

1. Swans..........................but turkeys..........................
2. A goose........................but a hen.............................
3. Cocks...........................while crows..........................
4. Bees............................but flies.............................
5. Eagles, hawks, vultures and kites.............................
6. Goats and sheep...................but cows...........................
7. Trains..........................while aeroplanes....................
8. Camels and pigs...................but elephants......................
9. Doors...........................but cows.............................
10. Clouds..........................but rain.............................
11. Dishes and wheels.................while streams.....................
12. Hoofs...........................while teeth..........................

Exercise 3. *Write the name of the* **young one** *of each of the following animals* :

ass	kangaroo	lion	frog	goose
swan	hen	hare	stag	duck
cow	cat	dog	tiger	goat

Exercise 4. *Who are the* **following persons** :

artist	banker	broker	chemist	reaper
confectioner	florist	hosier	glazier	mason
miner	optician	stoker	scavenger	milliner

Exercise 5. *What does each* **abbreviation** *stand for ?*

G.P.O.
B.B.C.
U.S.A.
inst.
P.W.D.
M.B.B.S.
U.S.S.R
ult.
H.M.
R.M.S.
V.V.I.P.
govt.
V.I.P.
P.T.O.
Lieut.
distt.
U.K.
S.M.
Rev.
Prof.

Exercise 6. (*a*) *Give the* **antonyms** *of* :

active
general
courage
differ
temporary
early
descend
serve
cowardly
proud
bitter
timid
mar
vice
little

(*b*) *Make* **nouns** *from* :

achieve
active
close
busy
behave
high
depart
certain
drink
cowardly

(*c*) *Make* **adjectives** *from* :

advise
favour
Asia
fire
brass
death
circle
gas
east
fortune

(*d*) *Make* **verbs** *from* :

breath
clear
knee
full
power
fertile
drop
bitter
food
clean

Exercise 7. *Correct the following sentences* :

1. Rice and curry are a good food.
2. Each of the two sisters is charming.
3. Twenty rupees are a small amount.
4. My brother gave me many advices.
5. People were happy in Ashoka's the Great reign.
6. We went to see a match of hockey.
7. The road is closed for repair.
8. Let they come into the room.
9. One must serve his parents.
10. I and you have done your home-work.
11. Don't go out open-foot.
12. She is my oldest sister.

UNIT II

I. SYNONYMS

Synonyms are words with **similar meaning**. They are the **same parts** of speech :

1. **anger**—wrath, rage
2. **brave**—gallant, courageous
3. **build**—construct, erect
4. **courteous**—polite, mild
5. **couple**—pair, duo
6. **danger**—peril, hazard
7. **death**—demise, decease
8. **despair**—disappointment, dismay
9. **despise**—hate, scorn, contempt
10. **enemy**—foe, opponent
11. **error**—mistake, blunder
12. **force**—compel, constrain
13. [illegible]—noble, good
14. [illegible]—watch, protect
15. [illegible]—insane, lunatic
16. [illegible] shy, humble
17. [illegible]y—chance, occasion
18. **pain**—ache, agony
19. **pardon**—forgive, excuse
20. **power**—strength, force
21. **respect**—honour, esteem
22. **rude**—haughty, insolent
23. **teach**—educate, instruct
24. **tell**—say, describe, relate
25. **thick**—dense, crass
26. **want**—wish, desire, long
27. **wealthy**—rich, well-to-do
28. **wish**—intelligent, talented
29. **wind**—air, breeze
30. **wing**—feather, plume

II. GROUPS OR COLLECTIONS

1. an **army** of soldiers
2. a **band** of singers
3. a **basket** of fruit
4. a **bevy** of girls or ladies
5. a **brood** of birdies
6. a **bunch** of flowers
7. a **bundle** of sticks
8. a **class** of students
9. a **chain** of mountains
10. a **clump** of trees
11. a **cluster** of stars
12. a **crew** of sailors
13. a **crowd** of people
14. a **fleet** of ships
15. a **flight** of birds or stairs
16. a **flock** of sheep or goats
17. a **gang** of robbers or labourers
18. a **group** of islands
19. a **grove** of trees
20. a **heap** of stones
21. a **herd** of cattle
22. a **hive** of bees
23. a **library** of books
24. a **litter** of pups
25. a **lock** of hair
26. a **mob** of rioters
27. a **pack** of cards or wolves
28. a **pair** of shoes
29. a **peal** of bells
30. a **pile** of books
31. a **pencil** of rays
32. a **range** of hills
33. a **series** of events
34. a **set** of tools
35. a **sheaf** of corn
36. a **shoal** of fish
37. a **shower** of rain
38. a **team** of players
39. a **swarm** of b[illegible]
40. a **volley** of [illegible]

III. COMPARISONS

1. as **black** as *coal*
2. as **blind** as *a bat*
3. as **bold** as *a lion*
4. as **brave** as *a tiger*
5. as **bright** as *silver* or *day*
6. as **busy** as *a bee*
7. as **cheerful** as *a lark*
8. as **cold** as *ice*
9. as **cunning** as *a fox*
10. as **deep** as *a well*
11. as **dumb** as *a statue*
12. as **dry** as *dust*
13. as **easy** as *A B C*
14. as **fast** as *a hare*
15. as **fit** as *a fiddle*
16. as **fierce** as *a lion*
17. as **firm** as *a rock*
18. as **fresh** as *a rose*
19. as **gentle** as *a lamb*
20. as **good** as *gold*
21. as **greedy** as *a wolf*
22. as **green** as *grass*

23. as **hard** as *stone*
24. as **heavy** as *lead*
25. as **hot** as *fire*
26. as **hungry** as *a wolf*
27. as **light** as *air*
28. as **loud** as *thunder*
29. a **meek** as *a lamb*
30. as **marry** as *a cricket*
31. as **obstinate** as *a male*
32. as **pale** as *death*
33. as **proud** as *a peacock*
34. as **quiet** as *a grave*
35. as **quick** as *lightning*
36. as **red** as *blood*
37. as **regular** as *a clock*
38. as **round** as *a ball*
39. as **sharp** as *a razor*
40. as **pointed** as *a needle*
41. as **silent** as *a grave*
42. as **smooth** as *glass*
43. as **soft** as *silk*
44. as **sour** as *a lime*
45. as **stupid** as *an ass*
46. as **sure** as *death*
47. as **sweet** as *honey*
48. as **swift** as *an arrow*
49. as **timid** as *a hare*
50. as **white** as *milk* or *snow*
51. as **wise** as *Solomon*
52. as **warm** as *wool*

IV. ABSTRACT NOUNS

A. FROM NOUNS

	Noun	*Abs. Noun*		*Noun*	*Abs. Noun*
1.	act	action	16.	king	kingship
2.	agent	agency	17.	mother	motherhood
3.	baby	babyhood	18.	neighbour	neighbourhood
4.	beggar	beggary	19.	patriot	patriotism
5.	captain	captaincy	20.	person	personality
6.	cook	cookery	21.	pilgrim	pilgrimage
7.	coward	cowardice	22.	servant	service
8.	enemy	enmity	23.	slave	slavery
9.	hero	heroism	24.	thief	theft
10.	infant	infancy	25.	witch	witchery
11.	juggler	jugglery	26.	master	mastery
12.	burglar	burglary	27.	owner	ownership
13.	dacoit	dacoity	28.	robber	robbery
14.	child	childhood	29.	school	schooling
15.	friend	friendship	30.	fool	folly

B. FROM ADJECTIVES

	Adjective	*Abs. Noun*		*Adjective*	*Abs. Noun*
1.	able	ability	31.	innocent	innocence
2.	absent	absence	32.	just	justice
3.	active	activity	33.	lazy	laziness
4.	brave	bravery	34.	local	locality
5.	bold	boldness	35.	long	length
6.	brief	brevity	36.	merry	merriment
7.	broad	breadth	37.	moist	moisture
8.	busy	business	38.	necessary	necessity
9.	certain	certainty	39.	novel	novelty
10.	clean	cleanliness	40.	obedient	obedience
11.	dear	dearth	41.	patient	patience
12.	decent	decency	42.	perfect	perfection
13.	deep	depth	43.	pious	piety
14.	dense	density	44.	poor	poverty
15.	different	difference	45.	popular	popularity
16.	diligent	diligence	46.	proud	pride
17.	equal	equality	47.	pure	purity
18.	false	falsehood	48.	quick	quickness
19.	fertile	fertility	49.	real	reality
20.	frank	frankness	50.	safe	[illegible]
21.	free	freedom	51.	scarce	scarcity
22.	gay	gaiety	52.	secret	secrecy
23.	grand	grandeur	53.	short	shortage
24.	high	height	54.	silent	silence
25.	holy	holiness	55.	slow	sloth
26.	honest	honesty	56.	strong	strength
27.	hot	heat	57.	true	truth
28.	human	humanity	58.	vain	vanity
29.	humble	humility	59.	wide	width
30.	important	importance	60.	young	youth

C. FROM VERBS

	Verb	*Abs. Noun*		*Verb*	*Abs. Noun*
1.	achieve	achievement	6.	agree	agreement
2.	acquaint	acquaintance	7.	allot	allotment
3.	admit	admission	8.	amuse	amusement
4.	admire	admiration	9.	apply	application
5.	advise	advice	10.	appoint	appointment

11.	arrive	arrival	49.	exceed	excess
12.	ascend	ascent	50.	except	exception
13.	assure	assurance	51.	exist	existence
14.	attend	attention	52.	express	expression
15.	attract	attraction	53.	expand	expansion
16.	bear	birth	54.	extend	extension
17.	behave	behaviour	55.	fail	failure
18.	believe	belief	56.	feed	food
19.	bind	bond	57.	float	floatation
20.	bite	bit	58.	flow	flood
21.	bless	blessing	59.	fly	flight
22.	break	breach	60.	forgive	forgiveness
23.	bury	burial	61.	furnish	furniture
24.	carry	carriage	62.	go	gait
25.	choose	choice	63.	govern	government
26.	civilise	civilisation	64.	grow	growth
27.	collect	collection	65.	hate	hatred
28.	contain	content	66.	heal	health
29.	create	creation	67.	join	joint
30.	deal	dealing	68.	judge	judgement
31.	deceive	deceit	69.	know	knowledge
32.	define	definition	70.	laugh	laughter
33.	deliver	delivery	71.	learn	learning
34.	depart	departure	72.	lend	loan
35.	die	death	73.	live	life
36.	differ	difference	74.	lose	loss
37.	dig	ditch	75.	mix	mixture
38.	digest	digestion	76.	move	motion
39.	discover	discovery	77.	obey	obedience
40.	do	deed	78.	pass	passage
41.	sell	sale	79.	please	pleasure
42.	serve	service	80.	pray	prayer
43.	sit	sitting	81.	prove	proof
44.	dismiss	dismissal	82.	refuse	refusal
45.	educate	education	83.	see	sight
46.	enjoy	enjoyment	84.	solve	solution
47.	enter	entrance	85.	speak	speech
48.	envelop	envelope	86.	tell	tale

ONE WORD FOR MANY

1. **alien**—a person living in a country of which he is not a citizen.
2. **amphibian**—an animal that can live both on land and in water
3. **animate**—having life
4. **antidote**—a medicine that destroys the effect of poison
5. **antonym**—a word opposite in meaning to the one that is given
6. **athiest**—a person who does not believe in God
7. **audience**—assembly of hearers
8. **annual**—coming off once a year
9. **bankrupt**—a person who cannot pay off his or her debts
10. **biennial**—coming off after every two years
11. **biped**—having two feet
12. **brittle**—that is easily breakable
13. **curable**—that can be cured
14. **a dead language**—a language no longer in use
15. **a dead letter**—a letter not claimed by anyone
16. **a drawn match**—a match in which neither party wins
17. **eatable, edible**—fit to be eaten
18. **a fatal disease**—a disease that causes death
19. **fatalist**—a person who believes in fate
20. **hospitable**—one who entertains one's guests
21. **ignorant**—one who lacks knowledge
22. **illegal**—that which is against the law
23. **illiterate**—one who cannot read or write
24. **immovable**—that which cannot be moved
25. **impatient**—having no patience
26. **inanimate**—having no life
27. **incurable**—that which cannot be cured
28. **innocent**—one who is not guilty
29. **insoluble**—that which cannot be solved
30. **invisible**—that which cannot be seen
31. **irreparable**—that which cannot be repaired
32. **mammal**—an animal that suckles its young ones
33. **name-sake**—having the same name as another

34. **omnific**—all-creating
35. **omnipotent**—all-powerful
36. **omnipresent**—present everywhere
37. **omniscient**—knowing everything
38. **opaque**—through which light cannot pass
39. **optimist**—one who looks on the bright side of things
40. **orphan**—a child whose parents have died
41. **pedestrian**—one who walks on foot
42. **pessimist**—one who looks on the dark side of things
43. **pick-pocket**—one who picks pockets of others
44. **popular**—one who is liked by all
45. **quadruped**—an animal with four legs
46. **republic**—a country ruled by representatives of the people
47. **solar**—of the sun
48. **lunar**—of the moon
49. **suiside**—murder of oneself
50. **synonym**—word with the same meaning as another
51. **tell-tale**—a person who carries tales, *i.e.*, back-bites
52. **turn-coat**—a person who changes sides for his selfishness
53. **vegetarian**—one who lives on vegetables etc. and does not take meat, eggs or fish etc.
54. **non-vegetarian**—one who eats meat, eggs and fish etc.
55. **water-proof**—through which water cannot pass
56. **weather-cock**—an instrument that tells the direction of wind
57. **widow**—a woman whose husband has died
58. **widower**—a man whose wife has died
59. **yolk**—yellow of the egg
60. **zenith**—point in heavens directly above the observer

VI. SMALLER PIECES

1. a **chip** of wood
2. a **scrap** of paper
3. a **pinch** of salt
4. a **wink** of sleep
5. a **stump** of a cigarette
6. a **crumb** of bread
7. a **grain** of sand
8. a **morsel** of food
9. a **puff** of wind
10. a **sip** of water, milk

6. **answer, reply**

answer is to a question while reply is to a charge, letter or statement etc.

(*a*) This is a wrong answer to this question.
(*b*) I have got no reply to my letter.

7. **artist, artisan**

An *artist* is one who practises a fine art—poetry, music or painting etc. while an artisan is skilled in some craft.

(*a*) A carpenter is an artisan.
(*b*) A painter is an artist.

8. **avenge, revenge**

avenge means to punish a person for a wrong done to another person but *revenge* is to punish a person for a wrong done to oneself.

(*a*) The son avenged the murder of his father.
(*b*) He revenged himself on his enemy.

9. **battle, war**

a *battle* is a single fight while a *war* has a series of battles.

(*a*) The First Battle of Tarain was fought in 1191 A.D.
(*b*) Several battles were fought in World War I.

10. **big, great**

big *implies* size while *great* implies splendour.

(*a*) The Red Fort is a big fort.
(*b*) Mahatma Gandhi was a great man.

11. **bring, fetch**

fetch means to go to a place and bring.

(*a*) This house brings in Rs. 100 every month.
(*b*) Fetch me a glass of cold water.

12. **crime, sin**

crime means breaking the law while *sin* is breaking of a religious rule.

(*a*) Murder and theft are crimes.
(*b*) To be an athiest is a sin.

13. **deny, refuse**

deny means to declare untrue while *refuse* means to reject or not to oblige.

(*a*) Who can deny that a mother's love is selfless.

(*b*) He refused to help me in any way.

14. **elder, older**

elder is used for members of the same family while *older* for those of different families and for things.

(*a*) I have two elder sisters.

(*b*) Ram is older than Sham by two years.

15. **famous, notorious**

famous is used in a good sense and means *known for* while *notorious* carries a bad sense.

(*a*) Jahangir was famous for his justice.

(*b*) He is a notorious drunkard and gambler.

16. **swim, float**

swim is used for animate things but *float* for inanimate things.

(*a*) A sailor is generally a good swimmer.

(*b*) Wood floats on water but iron does not.

17. **handsome, beautiful**

handsome is used for males and involves dignity also while *beautiful* is used for females and means pleasing to the senses.

(*a*) Handsome is that handsome does.

(*b*) A beautiful lady is seldom faithful.

18. **hear, listen**

hear is simple function of hearing while *listen* means to hear attentively.

(*a*) I have heard her tale of woe.

(*b*) Listen to what your teachers advise you.

XIII. COMMON PHRASES

A

1. **abound in (with)** : This tank abounds in fish.
2. **abstain from** : We must abstain from wine.
3. **accuse of** : He was accused for theft.

4. **act upon** : We must act upon the advice of our elders.
5. **agree with** : I agree with you on this point (*with a person*).
6. **agree to** : I agree to your proposal. (*to a thing*)
7. **aim at** : The hunter aimed at the dove and fired.
8. **apply to .. for** : I applied to the principal for leave.
9. **arrive at** : We arrived at the station in time.
10. **ask for** : I asked him for some money.
11. **attend to** : Attend to your lessons carefully.
12. **attend on** : The wife attends on her ailing husband.
13. **believe in** : He does not believe in God.
14. **belong to** : This house belongs to my uncle.
15. **beware of** : Beware of bad children.
16. **boast of** : He often boasts of his grand success.
17. **borrow from** : He borrowed money from his friend.
18. **care for** : She does not care for her health at all.
19. **deal in** : His father deals in cloth.
20. **depend on** : Children depend on their parents.
21. **die of** : Her mother died of malaria.
22. **differ with** : I differ with you on this point.
23. **differ from** : This book differs from that.
24. **feed on** : Cows feed on grass.
25. **hope for** : Let us hope for the best.
26. **insist on** : The child insisted on having a toy.
27. **inform of** : I informed him of his grand success.
28. **invite to** : I invited my friends to a tea-party.
29. **laugh at** : Never laugh at the poor or the week.
30. **part with** : The child would not part with the toy.
31. **part from** : Let us part from each other to meet again.
32. **prefer to** : I prefer milk to tea.
33. **pride oneself on**: She prides herself on her looks.
34. **quarrel with** : Never quarrel with your friends.
35. **recover from** : He has recovered from a long illness.
36. **rejoice at** : The family rejoiced at the birth of a son.
37. **remind of** : She reminds me of my promise.

38. **search for** : I am searching for my lost watch.
39. **send for** : Send for the doctor at once.
40. **sympathise with** : We sympathised with him in his misfortune.
41. **wait for** : Wait for me here till I return.

B

42. **control over** : You have no control over your anger.
43. **disgrace to** : He brought disgrace to the whole family.
44. **enmity with** : I have no enmity with you.
45. **escape from** : There is no escape from death.
46. **interest in** : I have no interest in politics.
47. **match for** : I am no match for you in painting.
48. **objection to** : We have no objection to your proposal.
49. **take pride in** : Never take pride in your riches.
50. **slur on** : His arrest is a slur on his fair name.
51. **taste for** : She has no taste for Mathematics.
52. **for want of** : The firm failed for want of funds.

C

53. **addicted to** : He is addicted to drinking.
54. **afraid of** : The child is afraid of going in the dark.
55. **amazed at** : I am amazed at his progress.
56. **angry with.. at** : Father is angry with you at your misconduct.
57. **anxious for** : We all were very anxious for your safe return.
58. **ashamed of** : Are you ashamed of your folly or not ?
59. **aware of** : I was not aware of the reality.
60. **blessed with** : God has blessed him with a son.
61. **blind of** : The beggar is blind of one eye.
62. **blind to** : He is blind to the faults of his son.
63. **born of** : Pt. Nehru was born of rich parents.
64. **certain (sure) of** : She is certain of her success.
65. **deaf to** : He is deaf to all good advice.
66. **fond of** : I am very fond of apples.

67.	**grateful to**	We all are grateful to you for your kindness.
68.	**ignorant of**	She is ignorant of her brother's illness.
69.	**proud of**	We are proud of our brave jawans.
70.	**similar to**	This pen is similar to that.

XIV. USEFUL WORDS AND PHRASES

A

1.	**lullaby**	a song to put babies to sleep
2.	**lunatic asylum**	a hospital for the treatment of insane persons
3.	**missionary**	a religious preacher
4.	**orchard**	a place where fruit trees are grown
5.	**quisling**	one who helps the enemy of his motherland
6.	**S.O.S.**	a signal by mariners when their ship is in danger—It stands for *Save Our Souls*
7.	**studio**	the working room of a painter or photographer etc.
8.	**vitamins**	life giving part of a plant.

B

9.	**advanced in age**	grown old
10.	**advanced in knowledge**	scholarly person
11.	**April Fool Day**	April 1
12.	**bad blood**	enmity
13.	**bad debt**	a debt not likely to be paid
14.	**a bag of bones**	very lean person
15.	**black art**	magic
16.	**black market**	secret trade at exhorbitant rates
17.	**a blind lane**	a narrow lane closed at the end
18.	**bye-laws**	rules made by a local body
19.	**a capital crime**	a crime punishable by death
20.	**capital sentence**	death sentence
21.	**cardinal points**	East, West, North, South

22.	**a deaf nut**	: a nut with decayed kernel
23.	**a hush money**	: bribe to make one silent
24.	**a jail bird**	: one who has often been in jail as a prisoner
25.	**ready money**	: hard cash
26.	**a shooting pain**	: very acute sudden pain
27.	**a short cut**	: a short way
28.	**small hours**	: time between 12 p.m. and 4 a.m.
29.	**virgin soil**	: the soil in which crops have never been sown
30.	**a white elephant**	: a costly but useless dignity

XV. COMMON ERRORS

A—ERRORS IN THE USE OF VERBS

	Incorrect	*Correct*
1.	He **has arrived** yesterday.	He *arrived* yesterday.
2.	I **am reading** here since 1975.	I *have been reading* here since 1975.
3.	I **did not see** you for a long time.	I *have not seen* you for a long time.
4.	This book **is belong** to me.	This book *belongs* to me.
5.	I **am fail** in English.	I *have failed* in English.
6.	He **is pass** in the test.	He *has passed* the test.
7.	Her father **is died.**	Her father *has died.*
8.	Before I reached the office, **all came.**	Before I reached the office, *all had come.*
9.	When **you are** going to Agra ?	When *are you going* to Agra ?
10.	Tell me why **are you late.**	Tell me why *you are* late.
11.	The queen asked if the king **is** alive.	The queen asked if the king *was* alive.

12.	He said that **I will come.**	He said that *he would come.*
13.	**Can** I come in, sir ?	*May* I come in, sir ?
14.	Yes, I **may** solve this sum.	Yes, I *can* solve this sum.
15.	I **will** go to Agra tomorrow.	I *shall* go to Agra tomorrow.
16.	He **shall** top the list.	He *will* top the list.
17.	Sarla **sung** a sweet song.	Sarla *sang* a sweet song.
18.	Stop to **write.**	Stop *writing.*
19.	I **have** and will say so.	I *have said* and will say so.
20.	I know him **a good boy.**	I know him *to be* a good boy.
21.	This water is not **fit for drinking.**	This water is not fit *to drink.*
22.	I forbade him **from going** there.	I forbade him *to go* there.
23.	He succeeded **to win** a prize.	He succeeded *in winning* a prize.
24.	I want a chair for **sitting** on.	I want a chair *to sit on.*
25.	He **resembles to** his father.	He *resembles* his father.
26.	He **went to** home.	He *went home.*
27.	I cannot **help for** it.	I cannot *help* it.
28.	He always **tells** the truth.	He always *speaks* the truth.
29.	He is **speaking a** lie.	He is *telling* a lie.
30.	He **says** me a fool.	He *calls* me a fool.
31.	**Open** this knot.	*Untie* this knot.
32.	**Cut** this pencil, please.	*Mend* this pencil please.
33.	Christopher Columbus **invented** America.	Christopher Columbus *discovered* America.
34.	Let him **lay** there.	Let him *lie* there.
35.	The traveller **laid** down under a tree.	The traveller *lay* down under a tree.
36.	I **hope** he will not pass.	I *fear* he will not pass.
37.	I **ate** my dinner.	I *had* my dinner.
38.	I **sleep** at 10 p.m.	I *go* to *bed* at 10 p.m.
39.	She **begot** a daughter.	She *bore* a daughter.

40.	The murderer **was hung**.	The murderer *was hanged*.
41.	The teacher **took** us a test in English.	The teacher *gave* us a test in English.
42.	We **gave** a test **in** English.	We *took* a test in English.
43.	**Bring** me a cup of tea.	*Fetch* me a cup of tea.
44.	The ship **was drowned**.	The ship *sank*.
45.	The crew **sank**.	The crew *were drowned.*
46.	**Hear** his advice.	*Listen to* his advice.
47.	**I said** him Good Night.	I *wished* him Good Night.
48.	We **said** to her **good-bye**.	We *bade* her good-bye.
49.	I shall **stop** with my uncle at Agra.	I shall *stay* with my uncle at Agra.
50.	He **denied** to pardon me.	He refused to pardon me.
51.	Jyoti **protected** the goal.	Jyoti *defended* the goal.
52.	**Find** this word in the dictionary.	*Look up* this word in the dictionary.
53.	A log was **swimming** in water.	A log was *floating* in water.
54.	Fish **float** in the sea.	Fish *swim* in the sea.
55.	**Thanks** God.	*Thank* God.

EXERCISES

Exercise 1. *Write a* **synonym** *for each of the following words :*

danger error build modest chance
rude teach wise pain thick
guard mad hate death couple

Exercise 2. *Complete each phrase with a suitable* **word** :

(*a*) 1. a..............of students 2. a.....................of trees
3. a....................of ships 4. a.............. ...of robbers
5. a ....of girls 6. a.............. of cattle
7. a....................of bells 8. a.......................of fish
9. a......................of tools 10. a.............. of cards

(*b*) 1. as blind as a.............. 2. as bold as a..............
3. as quick as................ 4. as sharp as a..............
5. as pointed as a.......... 6. as silent as a.. ....
7. as regular as a............ 8. as dry as.......... ....
9. as fierce as a............. 10. as swift as an..............

Exercise 3. *Form* **abstract nouns** *from* :

(*a*) captain, cook, servant, person, owner, fool
(*b*) busy, equal, gay, false, short, vain, wise
(*c*) admire, enter, dismiss, fail, pass, mix

Exercise 4. *Give* **one word** *for each of the following* :

1. an assembly of hearers
2. a letter not claimed by anyone
3. that which cannot be repaired
4. an animal that suckles its young ones
5. a disease that causes death
6. one who is not guilty
7. all-creating
8. one who looks at the dark side of things.
9. a person who carries tales
10. the point in heavens just above the observer
11. a man whose wife is dead
12. a person who does not eat animal food

Exercise 5. (*a*) *Complete each phrase* :

1. a................of wood   2. a............of food
3. a...............of bread   4. a............of milk
5. a ....of a cigarette   6. a...............of salt

(*b*) *Write the names of the homes of the following* :
bee, dog, eagle, owl, spider, tiger, pig

(*c*) *Write where each of the following is made* :
beer, brick, film, money, ship, vest, scent

(*d*) *Write where each of the following is kept* :
bird, clothes, provisions, goods, rubbish, arms

(*e*) *Where is each of the following games played* :
badminton, hockey, skating, carom, cricket, boxing

Exercise 6. (*a*) *Distinguish between each pair of homonyms using them in sentences* :

fore, four ; in, inn : sow, sew

(*b*) *Bring out the difference in sense* :
accident, incident ; alter, change ; battle, war ; bring, fetch ; deny, refuse ; handsome, beautiful

(*c*) *Use the following phrases in sentences* :

am at
ask for
a slur on
disgrace to
agree to
inform of
for want of
part from
abstain from
pride oneself on
send for
deal in

Exercise 7. *Correct each of the following sentences* :

1. He is fail in Mathematics.
2. When you are going to marry ?
3. I sung a very sweet song.
4. This water is fit for drinking.
5. I forbade her from taking tea.
6. I want a chair for sitting on.
7. Can I take your pen, Mohan ?
8. The boat was drowned in the river.
9. I said him Good Morning.
10. He denied to help me.

UNIT III

I. DIMINUTIVES

	Word	*Diminutive*		*Word*	*Diminutive*
1.	animal	animalcule	23.	leaf	leaflet
2.	ankle	anklet	24.	lock	locket
3.	arm	armlet	25.	maid	maiden
4.	art	article	26.	mole	molecule
5.	babe	baby	27.	mouth	muzzle
6.	ball	bullet	28.	nose	nozzle
7.	bird	birdie	29.	pack	packet
8.	book	booklet	30.	part	particle
9.	bull	bullock	31.	pile	pillow
10.	cabin	cabinet	32.	pouch	pocket
11.	cart	chariot	33.	river	rivulet
12.	cigar	cigarette	34.	sack	satchel
13.	crown	coronet	35.	seed	seedling
14.	dad	daddy	36.	shade	shadow
15.	dame	damsel	37.	sign	signet
16.	dear	darling	38.	song	sonnet
17.	face	facet	39.	table	tablet
18.	globe	globule	40.	thick	thicket
19.	grain	granule	41.	tower	turret
20.	hill	hillock	42.	vase	vessel
21.	home	hamlet	43.	cut	cutlet
22.	isle	islet	44.	young	youngster

II. PAYMENTS

We pay :

1.	**brokerage**	to a broker
2.	**commission**	to a commission agent
3.	**fare**	to a conductor or booking-clerk
4.	**fee**	to a doctor or a school
5.	**fine**	to a school or court
6.	**hire**	to a tonga, taxi or rickshaw driver
7.	**interest**	to a banker or money-lender
8.	**price**	to a dealer or seller
9.	**salary**	to an employee
10.	**wages**	to a labourer.

III. ELECTION TERMS

1. polling booth
2. ballot box
3. ballot paper
4. constituency
5. by-election
6. a straight contest
7. three-cornered contest
8. polling agent
9. polling officer
10. to forfeit one's deposit

IV. LEGAL TERMS

1. **plaintiff**—person who files a civil suit
2. **defendent**—person against whom a civil case is filed
3. **summons**— order for attending the court
4. **sub-judge**—person who conducts a lower civil court
5. **magistrate**—person who conducts a criminal court
6. **complainant**—person who files a complaint in a criminal court
7. **accused**—person against whom a complaint is filed
8. **evidence**—statements of the witnesses
9. **argument**—reasoning offered by respective pleaders to prove or disprove their points

V. NEWSPAPER TERMS

1. **news-hawker**—person who sells news-papers
2. **editor**—person who edits the news-paper
3. **sub-editor**—person who does editing job as guided by the editor of the news-paper
4. **correspondent**—person who sends news to a news-paper
5. **editorial**—the commentary piece written by an editor himself
6. **scoop**—rival news reporter

VI. PROVERBS

1. A rolling stone gathers no moss.
2. As you sow, so shall you reap.
3. Empty vessels make much noise.
4. Everybody's business is nobody's business.
5. Example is better than precept.
6. A bird in the hand is worth two in bush.
7. Prevention is better than cure.
8. Procrastination is the thief of time.

9. There is many a slip between the cup and the lip.
10. Nothing venture nothing have.
11. No pains, no gains.
12. Honesty is the best policy.
13. It is a long lane that has no turning.
14. It is an ill wind that blows nobody good.
15. Ill news runs apace.
16. Pride hath a fall.
17. Truth triumphs in the long run.
18. Where there is a will, there is a way.
19. Too many cooks spoil the broth.
20. Many a little makes a mickle.
21. A stitch in time saves nine.
22. A coward dies many times before his death.
23. Tomorrow is an old deceiver.
24. Hope sustains life.
25. Never put off till tomorrow what you can do today.
26. New brooms sweep clean.
27. Grief is a species of idleness.
28. The pen is mightier than the sword.
29. Sweet are the uses of adversity.
30. Brevity is the soul of wit.
31. Prosperity attracts friends ; adversity tries them.
32. Distance lends charm to the eye.
33. One swallow does not make a summer.
34. Rome was not built in a day.
35. Stolen fruit tastes sweet.
36. Possession is wealth.
37. Two wrongs make a right.
38. Set a thief to catch a thief.
39. Least said soonest mended.
40. To err is human ; to forgive divine.

VII. ONE-WORD SUBSTITUTES

A. **Killers :**

1.	one who kills one's *mother*	**matricide**
2.	one who kills one's *father*	**patricide**

3.	one who kills one's *brother*	**fratricide**
4.	action of killing *oneself*	**suicide**
5.	one who kills a *human-being*	**homicide**
6.	one who kills an *infant*	**infanticide**
7.	one who kills the *king*	**regicide**
8.	medicine that kills *pests*	**pesticide**
9.	medicine that kills *germs*	**germicide**

B. Eaters :

10.	a person who lives on *plant food*	**vegetarian**
11.	a person who takes *animal's foods*	**non-vegetarian**
12.	an animal that lives on *flesh*	**carnivore**
13.	an animal that live on *herbs*	**herbivore**
14.	an animal that lives on *grass*	**grassivore**
15.	an animal that lives on *fish*	**piscivore**
16.	a person who eats *human flesh*	**cannibal**

C. Worshippers

17.	a person who *believes* in God	**thiest**
18.	a person who *does not believe in God*	**athiest**
19.	a person who worships *one God*	**monothiest**
20.	a person who worships *many gods*	**polythiest**

D. Lovers and Haters :

21.	one who *loves mankind*	**philanthropist**
22.	one who *hates mankind*	**misanthropist**
23.	one who *hates women*	**misogynist**
24.	one who *loves women*	**philogynist**

E. Writings :

25.	beautiful writing	**caligraphy**
26.	written life-story of a person	**biography**
27.	life-story of a person written by himself or herself	**autobiography**

F. Sciences :

28.	Science of the behaviour of heavenly bodies	**astronomy**
29.	Science of the development of mankind	**anthropology**
30.	Science of the study of various races of mankind	**ethnology**

31.	science of the human body	**physiology**
32.	science of the human mind	**psychology**
33.	science of the animals	**zoology**
34.	science of the living-beings	**biology**
35.	science of the elements	**chemistry**
36.	science of the material things	**physics**
37.	science of the earth's surface and atmosphere	**geography**
38.	science of the different layers of the earth	**geology**
39.	science of reading hands	**palmistry**

G. Adjectives :

40.	that can be seen	**visible**
41.	that cannot be seen	**invisible**
42.	that can be moved	**movable**
43.	that cannot be moved	**immovable**
44.	that can be heard	**audible**
45.	that cannot be heard	**inaudible**
46.	that can be described	**describable**
47.	that cannot be described	**indescribable**
48.	that can be corrected	**corrigible**
49.	that cannot be corrected	**incorrigible**
50.	that can be changed	**changeable**
51.	that cannot be changed	**unchangeable**
52.	that can be read	**legible**
53.	that cannot be read	**illegible**

H. Governments :

54.	government by a king	**monarchy**
55.	government by the few	**oligarchy**
56.	government by the people	**democracy**

I. Substances :

57.	easily breakable	**brittle**
58.	not easily breakable	**flexible**
59.	through which light can pass	**transparent**
60.	through which light cannot pass	**opaque**

VIII. THEY DIFFER IN SENSE

1. **freedom, libet~~r~~y**

freedom means to be free to do a thing while liberty refers to previous bondage.

(*a*) Freedom of speech is a fundamental right of man.
(*b*) The slaves were set at liberty.

2. **haste, hurry**

haste means quickness in action while *hurry* implies confusion also.

(*a*) Make haste : we are getting late.
(*b*) I forgot to bring my bag in a hurry.

3. **home, house**

home means the place where one lives with his family while *house* means any building.

(*a*) The farmer returned home at dusk.
(*b*) This house was built in 1971.

4. **hope, expect**

Hope implies a wish for something good to happen while *expect* means looking forward to something good or bad.

(*a*) He hopes to get a high first division.
(*b*) I expect a hard rebuke from my father.

5. **idle, lazy**

Idle means having no work while *lazy* means one who has work but who does not like to take trouble.

(*a*) An idle man's brain is the devil's workshop.
(*b*) A lazy person often lands in trouble.

6. **look, see**

See means the simple action of seeing while *look* implies turning one's attention to a thing.

(*a*) I saw a car dash against a tree.
(*b*) Look at the black-board.

7. **part, portion**

Part is a general term while *portion* means a part fixed for some purpose.

(*a*) Divide a thing into two equal parts. Each part is called a half.

(*b*) A portion of my income goes to my divorced wife.

8. **silly, foolish**

Silly means one who lacks understanding while *foolish* means the abuse of understanding.

(*a*) The silly boy could follow nothing.

(*b*) The foolish girl laughed at the beggar.

9. **pity, mercy**

Pity means tender feelings for a person in distress or suffering but *mercy* means compassion shown to one who is under one.

(*a*) The rich man had pity on the orphan and helped him with money.

(*b*) We are all at the mercy of God.

10. **vacant, empty**

Vacant means unoccupied while *empty* means containing nothing.

(*a*) A post of a clerk is lying vacant in this office.

(*b*) Empty vessels make much noise.

11. **warm, hot**

Warm is the opposite of *cool* while *hot*, that of *cold*. The difference is of degree only.

(*a*) Sunny days in winter are warm.

(*b*) Hot winds blow in May and June.

12. **womanly, womanish**

Womanly is used in a good sense for qualities while *womanish* in a bad sense for weaknesses.

(*a*) Modesty is the greatest womanly virtue.

(*b*) Her womanish frailty landed her in trouble.

IX. DOUBLE DERIVATIVES DISTINGUISHED

1. **affection, affectation**

Both the words are derived from *affect.*
Affection means *love* while *affectation* means *pretence.*

(*a*) A mother has deep affection for her children.
(*b*) Beware of his affectations. He is a rogue indeed.

2. **alternate, alternative**

Both the words are derived from *alter.*
Alternate means *occurring by turns* while *alternative* means *a choice.*

(*a*) I go to see him on alternate days.
(*b*) Humayun had no alternative but to leave India.

3. **born, borne**

Both the words are derived from *bear.*
Born refers to *birth* while *borne* means *carried.*

(*a*) A son was born to him in his ripe old age.
(*b*) The dead body was borne to the cemetery.

4. **continual, continuous**

Both the words are derived from *continue.*
Continual means *frequent*, *i.e.*, occurring with intervals but *continuous* means *incessant.*

(*a*) Continual attacks of malaria have ruined my health.
(*b*) Continuous rain for two hours flooded the streets.

5. **destiny, destination**

Both the words are derived from *destine.*
Destiny means *fate* while destination means *goal.*

(*a*) Destiny has been very cruel to him.
(*b*) We reached our destination safe and sound.

6. **estimate, estimation**

Both the words are derived from *esteem.*
Estimate means *rough calculation* while *estimation* means *judgement.*

(*a*) Estimate of expenditure on this building is very high.
(*b*) In my estimation, he is a perfect rogue.

7. **expanse, expansion**

Both the words are derived from *expand.*

Expanse means *extent of expanding* while *expansion* means *act of expanding.*

(*a*) A sea is a vast expanse of water.

(*b*) Heat causes expansion of objects.

8. **industrial, industrious**

Both the words are derived from *industry.*

Industrial means pertaining to *industry* while industrious means *hardworking.*

(*a*) Faridabad is the largest industrial centre in Asia.

(*b*) Villagers are generally industrious.

9. **insure, ensure**

Both the words are derived from *sure.*

Insure means *assure one's life* while *ensure* means to *make sure.*

(*a*) He is insured for a sum of fifty thousand rupees.

(*b*) I have paid three month's fee to ensure my admission.

10. **lovely, lovable**

Both the words are derived from *love.*

Lovely means *charming* while *lovable* means *worthy of love.*

(*a*) What a lovely flower it is !

(*b*) Bittoo is a lovable child indeed.

11. **observance, observation**

Both the words are derived from *observe.*

Observance means *acting upon* while *observation* means a *careful look.*

(*a*) Observance of these rules is necessary for discipline.

(*b*) She has a very keen observation.

12. **popular, populous**

Both the words are derived from *people.*

Popular means *liked by the people* while *populous* means *thickly populated.*

(*a*) He is the most popular teacher in our school.

(*b*) Calcutta is the most populous city of India.

13. **receipt, reception**

Both the words are derived from *receive.*

Receipt means *receiving a thing* while reception refers to *receiving a person.*

(*a*) Issue me a receipt for this amount.

(*b*) The leader was given a warm reception.

14. **respectful, respectable**

Both the words are derived from *respect.*

Respectful means *full of respect* while *respectable* **means** *worthy of respect.*

(*a*) He is a respectful child.

(*b*) She comes of a respectable family.

15. **union, unity**

Both the words are derived from *unit.*

Union means *combination* while *unity* means *oneness.*

(*a*) Union is strength.

(*b*) A prime number has no factor except itself and unity.

X. VERBAL PHRASES

BREAK

1. **break down** : His health has broken down due to overwork.
2. **break up** : The meeting broke up at 4 p.m.
3. **break into** : The burglars broke into the house at night.
4. **break out** : Cholera has broken out in the city.
5. **break in** : The syce is breaking in the horse.

BRING

6. **bring up** : Parents bring up their children with care.
7. **bring about** : The new headmaster brought about many changes in the school.
8. **bring in** : This house brings in a monthly rent of Rs 200/-.
9. **bring forth** : Trees bring forth new leaves in spring season.

CALL

10. **call at** : I called at my friend's house yesterday.
11. **call on** : Mohan called on me the day before yesterday.

12. **call in** : Call in the doctor, at once.
13. **call off** : The labourers have called off their strike.
14. **call up** : Excuse me I am not able to call up your name.

CARRY

15. **carry away** : The boat was carried away by the current.
16. **carry off** : Malaria carried off many lives last year.
17. **carry on** : Carry on your work, please.
18. **carry out** : Carry out the wishes of your parents.

COME

19. **come about** : How has all this come about ?
20. **come across** : I came across an old friend in the bazar.
21. **come by** : How did you come by this watch ?
22. **come of** : She comes of a respectable family.
23. **come off** : The Diwali comes off in early November.

GET

24. **get at** : The fox could not get at the grapes.
25. **get down** : Get down from the roof at once.
26. **get over** : Akbar soon got over all his difficulties.
27. **get rid of** : I want to get rid of this silly servant.

GIVE

28 **give away** : The principal gave away the prizes.

29 **give in** : Our jawans forced the enemy to give in.

30. **give up** : Give up all your bad habits.

GO

31. **go on** : Go on with your work, please.
32. **go off** : The gun did not go off luckily.
33. **go up** : Prices are going up day by day.
34. **go out** : The candle went out in wind.
35. **go through** : I have gone through this story.

LOOK

36. **look after** : Parents look after their children.
37. **look at** : Look at the black-board, please.
38. **look down upon** : Never look down upon the poor.

39. **look for** : Sohan is looking for his younger brother.
40. **look into** : The principal promised to look into the matter.

MAKE

41. **make up** : I must make up my deficiency in English.
42. **make good** : I will have to make good this loss.
43. **make faces** : Mohan is making faces at me.

PUT

44. **put by** : He put by a lot of money for his old age.
45. **put down** : The revolt was put down with an iron hand.
46. **put on** : I put on my dress and went to school.
47. **put out** : Put out the candle, please.
48. **put off** : Never put off till tomorrow what you can do today.
49. **put up** : In which hotel are you putting up ?
50. **put up with** : I cannot put up with this insult.

RUN

51. **run down** : The clock has run down ; wind it up.
52. **run into** : He has run into heavy debt.
53. **run over** : The blind beggar was run over by a car.
54. **run short** : The lamp ran short of oil and went out itself.

SEE

55. **see off** : I went to see my friend off at the bus-stand.
56. **see through** : I am alert enough to see through your trick.

SET

57. **set about** : I set about my work at dawn daily.
58. **set in** : The winter has set in.
59. **set out** : The traveller set out on his journey early in the morning.
60. **set up** : Mohan has set up a factory at Agra.

STAND

61. **stand by** : I shall stand by you through thick and thin.
62. **stand first** : She stood first in her class.
63. **stand for** : Tiger is our national animal. It stands for bravery and courage.
64. **stand on end** : My hair stood on end to hear this news.

TAKE

65. **take after** : The child **takes after** its father.
66. **take down** : Please **take** down what I speak.
67. **take for** : I took him for a thief and caught hold of him.
68. **take in** : Do not be taken in by his sweet words.
69. **take off** : We took off our clothes and jumped into the river.
70. **take to** : He has taken to drinking.
71. **take place** : Her marriage will take place at Jaipur.

TURN

72. **turn up** : You have turned up a bit late.
73. **trun down** : He turned down my request for help.
74. **turn on** : Turn on the tap and fill the bucket.
75. **turn off** : Turn off the tap ; don't leave it running.
76. **turn out** : He turned out to be a thief. Thank God, we are safe.
77. **turn to** : Whom should I now turn to for help.
78. **turn one's head** : Wealth has turned his head indeed.

XI. NOTE THE DIFFERENCE

1. She is the **best teacher**. (best of all teachers)
   She is the **best lady teacher**. (best of all the female teachers)

2. Ram is **my friend**. (refers to Ram only)
   Ram is **a friend of mine**. (one of many friends)

3. I gave the beggar **a half-rupee**. (a 50-paisa coin)
   I gave the beggar **half a rupee**. (50 paise in any form)

4. Mohan visited me **every third day**. (after every two days)
   Mohan visited me **every three days**. (after every three days)

5. I found the road **easy**. (the road was not tough)
   I found the road **easily**. (without any difficulty)

6. **Search** the child. (look into its pockets etc.)
   Search for the child. (look for the child itself)

7. Anil is his father's **eldest child.** (born first of all)
   Anil is the **oldest child** in the family. (oldest in age)

8. My servant **works the machines**. (drives the machine)
   My servant **works at the machine**. (is a workman)
9. The bus and the car reached **at the same time**. (together)
   The bus and the car reached **in the same time**. (took the same time to cover the distance)
10. He is **well** now. (in good health)
    He is **well-off** now. (rich)
11. I **called** Ram. (shouted to him)
    I **called** on Ram. (saw him)
12. I forgot **to do it**. (did not do it)
    I forgot **how to do it**. (the manner of doing it)
13. The student read the **first two chapters**. (the first and the second chapters of the same book)

    The student read the **two first chapters**. (the first chapter of either of the two books)
14. He has joined school **late**. (after the fixed date)
    He has joined school **lately**. (recently)
15. I **met** him on my way home. (intentionally)
    I **met with** him on my way home. (by chance)
16. He loves his **only son**. (has no other son)
    He loves his **son only**. (loves no other child)
17. **Happily**, I have done the job. (luckily)
    I have done the job **happily**. (was happy to do it)
18. **At length**, I had a talk with her. (at last)
    I had a talk with her **at length**. (in detail)
19. Sohan **left** Delhi on Sunday. (went out of Delhi)
    Sohan **left for** Delhi on Sunday. (went to Delhi)
20. Mohan **deals the cards**. (distributes them in a game)
    Mohan **deals in cards** (sells cards)
21. He is going to England **in a month**. (after 30 days)
    He is going to England **within a month**. (before 30 days are over)
22. West Bengal is **in the east** of India. (within India)
    East Bengal is **to the east** of India. (out of India)
23. The teacher **looked over** the matter. (considered it)
    The teacher **overlooked** the matter. (did not consider it)

24. The hunter **shot a pigeon.** (killed it)
The hunter **shot at a pigeon.** (fired at it)

25. The hunter **shot a deer dead**. (killed it)
The hunter **shot a dead dear**. (fired at an already dead deer)

26. Tenzing conquered Mt. Everest **alone.** (only this peak)
Tenzing **alone** conquered Mt. Everest. (single-handed)

27. There is **room** for you here. (space to sit)
There is **a room** for you here. (a room in a building)

28. He returned **in no time**. (very soon)
He returned **at no time**. (never)

XII. COMMON ERRORS

A. ERRORS IN THE USE OF ADVERBS

	Incorrect	*Correct*
1.	It is **too** hot today.	It is *very* hot today.
2.	He is **very** weak to speak.	He is *too* weak to speak.
3.	This book is **much** interesting.	This book is *very* interesting.
4.	Geography is a **much** difficult subject.	Geography is a *very* difficult subject.
5.	I am **very** obliged to you.	I am *much* obliged to you.
6.	It was **very** hotter yesterday than today.	It was *much* hotter yesterday than today.
7.	Students left the hall **by and by**.	Students left the hall *one by one.*
8.	The bus has arrived **immediately**.	The bus has arrived *just* now.
9.	He will reach here **just now**.	He will reach here presently.
10.	Do you know **to swim** ?	Do you know *how to swim.*
11.	The load is **too much heavy**.	The load is *much too heavy.*

12. Rest is **quite** necessary for health.	Rest is *very* necessary for health.
13. She is **very** satisfied with your work.	She is *quite* satisfied with your work.
14. I feel **much** tired.	I feel *very* tired.
15. He is **somewhat** tall for his age.	He is *rather* tall for his age.

B. ERRORS IN THE USE OF PREPOSITIONS

1. Distribute these apples **between** all the boys.	Distribute these apples *among* all the boys.
2. Divide this amount **among** the two brothers.	Divide this amount *between* the two brothers.
3. I **am** very busy since Monday.	I *have been* very busy since Monday.
4. I shall start this work **from** Monday next.	I shall start this work *on* Monday next.
5. I shall be free **since** evening today.	I shall be free *by* evening today.
6. He lives **at** Bombay.	He lives *in* Bombay.
7. She lives **in** Shakurbasti.	She lives *at* Shakurbasti.
8. The fox fell **in** the well.	The fox fell *into* the well.
9. The milk is **into** the jug.	The milk is *in* the jug.
10. The shepherd cried **on** the top of his voice.	The shepherd cried *at* the top of his voice.
11. He is sitting **upon** a sofa.	He is sitting *on* a sofa.
12. The tiger sprang on the deer.	The tiger sprang *at* the deer.
13. I shall return **after** a week.	I shall return *in* a week.
14. I shall finish this job **before** three days.	I shall finish this job *within* three days.
15. I have bought this pen **at** Rs. 2·00.	I have bought this pen *for* Rs. 2·00.
16. I bought mangoes 5 for a rupee.	I bought mangoes *at* 5 for a rupee.

17.	The sugar sells **by** Rs. 6 a kg.	The sugar sells *at* Rs. 6 a kg.
18.	I warned him **about** the danger.	I warned him *of* the danger.
19.	She went **back to home.**	She went *back home.*
20.	What is the time **in** your watch ?	What is the time *by* your watch ?
21.	He is angry **on me.**	He is angry *with* me.
22.	She is angry **with** your behaviour.	She is angry *at* your behaviour.
23.	Sita was married **with** Rama.	Sita was married *to* Rama.
24.	I have come **in** a train.	I have come *by* train.
25.	The teacher is sitting **on** his arm chair.	The teacher is sitting *in* his arm chair.
26.	Compare Akbar **to** Ashoka.	Compare Akbar *with* Ashoka.
27.	They accused him **with** murder	They accused him *of* murder.
28.	He **reached** at the station.	He *arrived* at the station.
29.	You must reach school **before** 10 o'clock.	You must reach school *by* 10 o'clock.
30.	They **entered into** the room one by one.	They *entered* the room one by one.
31.	You must return **till** to-morrow.	You must return *by* to-morrow.
32.	He was **appointed as** a clerk.	He was *appointed* a clerk.
33.	I say it **at** your face.	I say it *to* your face.
34.	Copy this para **word by word.**	Copy this para *word for word.*
35,	This book is different **than** that.	This book is different *from* that.

36. This pen is superior **than** that.	This pen is superior *to* that.
37. His brother died **from** fever.	His brother died *of* fever.
38. Tie the horse **with** a tree.	Tie the horse *to* a tree.
39. He repented **for** his folly.	He repented *of* his folly.
40. He **pocketed up** the insult.	He *pocketed* the insult.

C. ERRORS IN THE USE OF CONJUNCTIONS

1. When I reached home, **then I** took rest.	When I reached home, I took rest.
2. If you work hard, **then** you will pass.	If you work hard, *you* will pass.
3. As I am ill, **so I** cannot come.	As I am ill, *I* cannot come.
4. Though he is poor **but** he is honest.	Though he is poor *yet* he is honest.
5. It **is** a week since it rained.	It *has been* a week since it rained.
6. You will not pass, unless you **don't work** hard.	You will not pass unless you *work hard.*
7. **He** asked me **that why** I was weeping.	He asked me *why* I was weeping.

EXERCISES

Exercise 1. *Give the* **diminutives** *of the following words* :

art bird bull cart dear
ball sign tower song pile

Exercise 2. *Give the* **words** *whose diminutives are given below* :

muzzle nozzle rivulet pocket thicket
vessel hamlet damsel baby bullet

Exercise 3. *Whom do we* **pay** :

1. commission ....
2. interest ....
3. price ....
4. hire ....
5. wages ....

Exercise 4. *Explain these terms* :

ballot plaintiff magistrate scoop
summons correspondent complainant evidence

Exercise 5 *Complete each* **proverb** :

1. A rolling stone..
2. ....better than precept.
3. Procrastination is the..
4. ....nothing have.
5. Many a little..
6. ....spoil the broth.
7. Prosperity attracts friends..
8. Possession is..
9. ....make a summer.
10. Two wrongs..
11. Set a thief..
12. ....that has no turning.
13. There is many a slip..
14. ....there is a way.
15. Sorrow is an ....

Exercise 6. *Give* **one word** *for each group of words* :

1. one who kills the king
2. one who believes in God
3. an animal that lives on fish
4. one who hates mankind
5. beautiful writing
6. germ-killing medicine
7. science of living-beings
8. science of elements
9. that cannot be corrected
10. government by a king
11. that cannot be heard
12. easily breakable

Exercise 7 *Explain the* **difference** *between* :

(*a*) 1. home, house
2. part, portion
3. pity, mercy
4. warm, hot
5. silly, foolish
6. womanly, womanish
7. insure, ensure
8. lovely, lovable
9. empty, vacant

(*b*) 1. affection, affectation
2. continual, continuous
3. expanse, expansion
4. industrial, industrious
5. popular, populous
6. estimate, estimation
7. respectful, respectable
8. receipt, reception

Exercise 8. *Use these* **phrases** *in sentences* :

- break out
- carry out
- go through
- run short
- stand by
- turn down
- bring about
- come by
- look down upon
- put down
- stand on end
- turn one's head
- call at
- get over
- make good
- run over
- take aftar
- turn off
- bring up
- give up
- put by
- set about
- take place
- look for

Exercise 9. *Explain the* **difference between the meaning** *of sentences of each pair* :

1. He gave me a half-rupee.
   He gave me half a rupee.
2. I found the book easy.
   I found the book easily.
3. I forgot to do it.
   I forgot how to do it.
4. She called me.
   She called on me.
5. Ooty is in the south of India.
   Ceylon is to the south of India.
6. Happily, I have done it.
   I have happily done it.

Exercise 10. *Correct the following sentences* :

1. This is a much difficult job.
2. She has arrived here immediately.
3. Sleep is quite necessary for health.
4. Divide these mangoes between all the children.
5. The traveller cried on the top of his voice.
6. The wolf sprang on the lamb.
7. I warned him about the coming danger.
8. The students are sitting on the desks.
9. Copy this letter word by word.
10. Though he is rich but he is miserly.

SCETION III

COMPOSITION

ESSAY-WRITING

The word **essay** means an *attempt*. So, **an essay is an attempt at writing on a given topic at full length in correct beautiful language**.

Clear it is, then, that the learner has to do a two-fold job. He or she has to look for facts and ideas about the given topic and arrange them in proper order. Secondly, he or she has to express them through appropriate words and correctly well-knit beautiful sentences.

Essays are of four main types :

1. **Descriptive Essays** describe *persons, things, places, animals, plants, minerals* or *machines* and *buildings* etc.
2. **Narrative Essays** narrate some event or events as *visits, matches, journeys, fights, robberies* or some *accidents* etc. They also narrate *stories* or *legends* and *biographies*.
3. **Reflective Essays** deal with abstract topics like *habits, feelings, qualities, social topics* etc.
4. **Imaginative Essays** attempt topics of which the writer has no experience at all. Only imagination can help him or her in writing such an essay. For example—

   If I were a King, The Story of a Shirt and *The Adventures of a Bunny*—are imaginative essays.

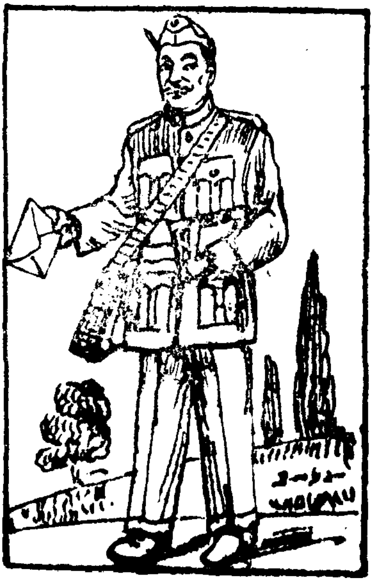
In middle classes, the students are required to attempt descriptive and narrative essays in general. Let us have some specimen essays.

UNIT I

1. THE POSTMAN

Who does not know about a postman. He is a very useful public servant. He is at once known from his *khaki* uniform and the bag hanging from his shoulder. It contains letters, parcels and money-orders etc.

People await the postman's arrival very eagerly. To some he brings good news, while to others bad. To some he brings money also.



The postman has to perform a tough duty. He is hard-working and energetic. He cannot afford to be lazy or careless. Rain or shine he must go on his duty.

The postman reaches the post-office at about 7 a.m. He sorts the mail and stamps the letters etc. He is a quick hand at this job. He arranges the letters of his beat in proper order and then goes to deliver them door to door. He can read several languages. People know the time of his daily round. So, they stand at their doors waiting for him.

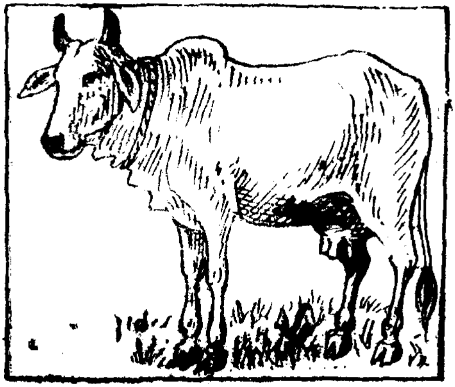
It is a pity that the postman gets a low monthly salary, though his duty is very hard. He can hardly make both ends meet with the meagre pay. The government must take steps to better the lot of this useful servant of the public.

The postman is a very honest person. He is polite and so people have much sympathy with him. They do their bit to help this useful member of the society. They give him presents on festive occasions. Some people tip him, too, when he brings money-orders.

The village postman has to work still harder. He has to travel a long distance carrying the mail bag. He has to face all the dangers of a journey.

2. THE COW

The cow is a domestic milch animal. It is a quadruped with divided hoofs. It has a body about a metre or so high. It has two horns, two long ears and a long tail with a tuft of black hair at its lower end. It has a hump on its back near the neck. Cows are of different colours.



Cows eat green food mostly. They graze grass, leaves of small plants and green fodder. They eat hay and straw also. People feed them with grain porridge and a solution of bran and oil cakes too. A cow swallows up her food quickly. When at rest, it brings it back into the mouth and chews it. Cows are generally gentle. They are easy to manage and to tame.

The cow is the most useful animal. It gives sweet milk which is useful to memory in special. We get butter, ghee, curd, cream, cheese and butter-milk from it. Cow-dung is a very good manure for our fields. It is made into cakes which are dried in the hot sun to be used as fuel.

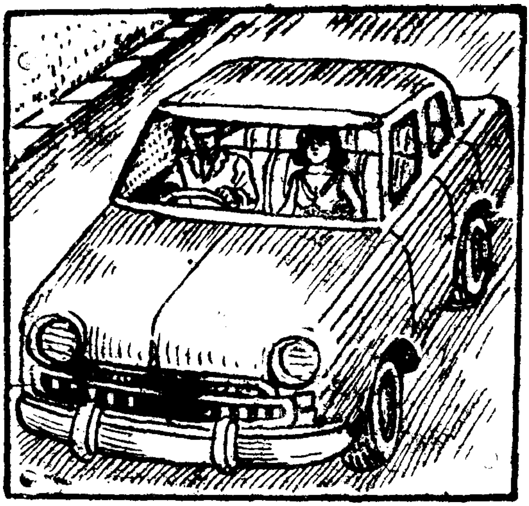
Even a dead cow is very useful. Its hide is made into leather for making saddles, shoes and several other things. Its horns and bones are used to make handles of various things.

Cows give us calves. Male calves grow up into oxen and work on our fields. They work our wells and draw our carts and ploughs. Female calves grow up into cows.

The cow is a sacred animal for the Hindus. They hold it in high regard and call it **Mother Cow**. The dung and urine of a cow is a great purifier. Charitable persons often give cows in charity.

3. THE MOTOR CAR

Who hasn't seen a motor car ? It is a modern and fast means of travel. The car was invented by a French scientist named Cognot in the year 1802. It was first driven by steam. Gradually it was improved upon and came to be driven by petrol.



The car is the fastest of all the road vehicles. The average speed of a motor-car is 50-60 kilometres an hour. Some latest models have very powerful engines. They can run at about 200 kilometres an hour.

A motor car has two chief parts—*body* and *engine*. The body is just like a box with a round roof. It has two seats where four or five persons can easily sit. The body is fitted on a frame supported by four wheels with tyres.

The engine is generally in front of the body. Some cars have their engines at the back also. There is a movable screen glass in front of the driver's seat. Two powerful head-lights are there to be used in darkness.

Only a trained driver can drive a motor car safely. Because of its short size and high speed, a car is a very useful means of conveyance. In big cities, it is a great necessity. Businessmen, doctors, lawyers, leaders, engineers and high officers find it very handy. It is a useful, comfortable and time-saving means of transport.

Cars are priced very high these days. Only rich people can afford to keep cars. The price of petrol is also shooting up. Moreover, it is in scarcity, too, these days. But the standard of living is going up day by day in our country. So, the number of cars on the road is also increasing day by day.

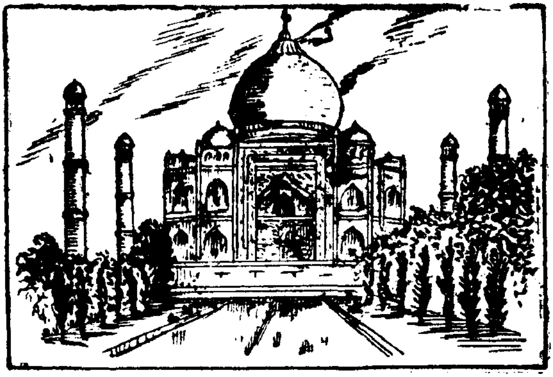
Those who do not possess cars can hire them when they need. Taxis are also cars that run on hire just as tongas, rickshaws and auto-rickshaws do.

4. THE TAJ MAHAL

The Taj Mahal is one of the most famous buildings in the world. It is among the wonders of the Middle Ages of world history. It is called a *dream in marble*.

The Taj Mahal was built by Shah Jahan, the Mughal Emperor, who ruled from 1627 A.D. to 1658 A.D. He built it as a tomb of his beloved wife, Mumtaz Mahal. It is said that twenty thousand men worked for about 22 years to build this grand building. Crores of rupees were spent on this matchless building. People from every corner of the world come to visit the Taj every year.

The Taj is made of white marble. It is a sight to see on full-moon nights. A beautiful garden surrounds it. This garden has tall cypress trees, plants with lovely flowers, tanks and fountains in between them add to the beauty of the Taj a lot.



In the inner chamber of the Taj, there are tombs of Emperor Shah Jahan and Mumtaz Mahal side by side. These tombs are very beautiful to look at. They are proclaiming the deep love which the emperor had for his queen.

Foreign visitors have spoken very high of this wonderful building. Words are, in fact, helpless to describe the beauty of the Taj. It is said that an English couple once visited the Taj. The wife was much impressed with its beauty. She said to her husband—

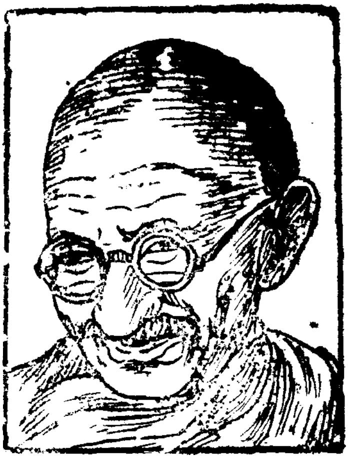
"If you promise to build over me such a beautiful building, I am ready to die right now and here."

The Taj is undoubtedly a peerless building that stands for true undying love.

5. MAHATMA GANDHI

Mahatma Gandhi has been among the greatest persons of the world of this century. He was a great saint, big national leader of India and still a very simple man. He was an embodiment of non-violence.

Mahatma Gandhi was born in 1869 in the state of Gujarat. His parents were very rich. He passed his class X at the age of seventeen years. He was very shy by nature and kept away from company.



Mahatma Gandhi had learnt very good habits and manners right in his childhood. He was truthful and honest. He was punctual and regular. He was sent to England for higher studies. He passed his Bar-at-Law there.

Coming back to India, the Mahatma started his practice as an advocate. Soon he had to go to South Africa for a case. There he saw the bad lot of the Indians and the Africans. The British were very cruel to them. So, he started a movement there. He was beaten and jailed. He did not lose heart and carried on his *satyagrah*. At last he was successful. He got many rights for the Indians and the Africans.

Then the Mahatma came back to India. He took the lead of the freedom movement. He preached against untouchability and worked for Hindu-Muslim unity. He asked the people to use Indian things. At last he was able to win freedom for India in 1947.

On 30th January, 1948, Mahatma Gandhi was shot dead by an assasin. The whole world mourned his death.

Mahatma Gandhi rightly came to be known as the **Father of Nation**. People called him Bapuji.

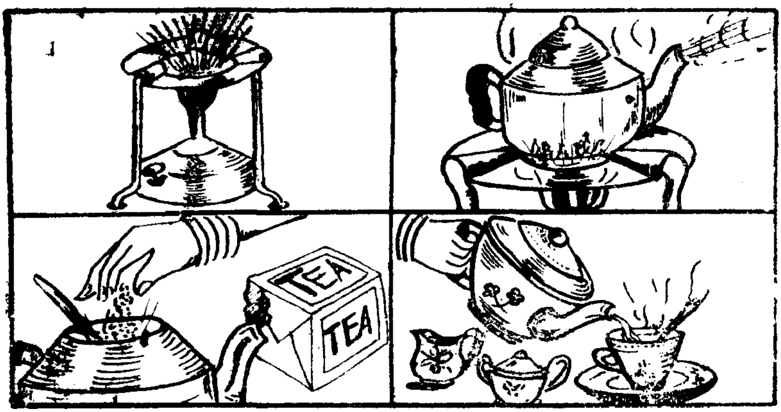
EXERCISES

Write an essay on each of the following :

A. 1. The Washerman 2. The School Peon
3. My Best Friend 4. The Policeman
5. The Street Hawker 6. The Street Beggar

B. 1. The Horse 2. The Camel
3. The Parrot 4. The Hen
5. The Snake 6. The Eagle

Tea is grown in tea-gardens on hill-slopes. Tea-leaves are of two colours—black and green. They are available in packets of different sizes.



Making tea is not a difficult job. The leaves are put into boiling water. This water is allowed to lie undisturbed for some time. Then a little sugar is added to it and it is stirred. The tea water is ready.

Milk is then mixed to taste with tea water and the tea is ready for drinking. Some people add salt instead of sugar to tea-water. Kashmiris and salt and sugar both to tea-water. Russians drink tea with lemon juice instead of milk.

Tea-growing is a great industry. Our best tea-gardens are there in the Kangra Valley, Dehradun ond Assam. Thousands of workers earn their living from tea industry. It is interesting to see tea-leaves being pluked. This job is done mostly by women.

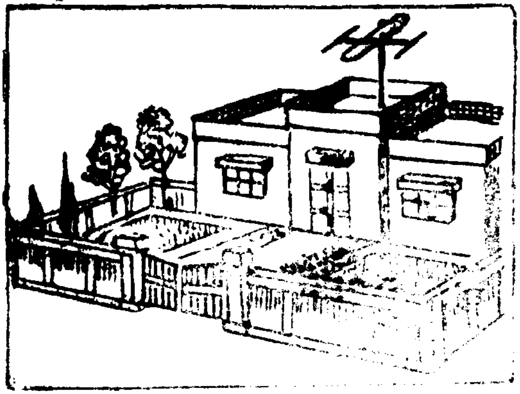
Tea is taken twice a day in general. But in India all time is tea time. As soon as a guest drops in, tea is offered to him.

After doing work for an hour or two, a cup of tea is weloome indeed. It is refreshing and stimulating. Taken hot, it gives warmth to the body and proves a medicine for cold and light fever etc. But too much of tea is harmful. It is dry and upsets digestion if taken very often. So, we should take tea with care.

8. OUR HOUSE

I live at Shakurbasti. Our house is a well-built brick house. It has been built on modern lines. It has two storeys. Two big families can live in it easily. Our house has been provided with all modern amenities. It was built in 1970 with a cost of about eighty thousand rupees.

There are four rooms, a kitchen, a store, a bathroom, a latrine and a urinal in each floor. On the ground floor, there is a big lawn in front of the main door inside the four-walls of the house.



One of the rooms is a drawing-room while the other is a study-room. We all brothers and sisters study there. We have our several chairs and tables. The other two rooms are used as bed-rooms.

Flower-plants have been planted along the entire boundary wall on its inside. There are jasmine, lily, rose, dahlia and sunflower plants. Flower-pots are also there at corner points of the compound and along the passage from the gate to the main door.

There is a water-tap in the compound in one corner. It is used to water the flower-beds, the lawn and the flower-pots. Our house is kept nicely clean and tidy. There is no dust and dirt anywhere in our house.

We often sit in the lawn in the evening. My daddy and mummy sit on chairs and we children play on the grass. We are a happy family and we live in a grand house. We love our house very much. We have sweet feelings for our house.

'Home, Home, sweet Home,
There is no place like Home.

We reach the river-side at about sunrise. It is very pleasant there. A large number of people are there having their walk. The golden rays of the sun lend golden colour to the river water.

Now it is time for us to return home. We have a brisk walk back home. We feel quite active and refreshed. Soon we start getting ready for school.

EXERCISES

Write an essay on each of the following :

A. 1. My Best Friend
2. My Favourite Teacher
3. Our Headmaster
4. My Favourite Leader
5. My Dear Mother
6. My Dear Father

B. 1. Milk
2. Coffee
3. The Date Palm
4. The Rose Flower
5. The Banyan Tree
6. The Peepal Tree

C. 1. The Sunset
2. A Marriage Procession
3. A Street Quarrel
4. A Juggler's Show
5. A Road Accident
6. A Snake Charmer's Show

D. 1. An Evening Walk
2. A Hot Summer Night
3. A Hot Summer Day
4. A Rainy Day
5. A Picnic
6. A Hot Summer Noon

E. 1. Our School
2. Our Village
3. Our Town
4. Our State
5. My Motherland
6. My Daily Routine

UNIT III

11. A FOOTBALL MATCH

Last Sunday a football match was played between the Air Force Central School and the Modern School. It was played on the grounds of Government Boys' Higher Secondary School, Netaji Nagar, New Delhi. The students and the staffs of all the three schools were present to witness the match and to cheer up the players. A large number of people from the nearby colonies had also come to see the match.

The match began at 4-30 p.m. Mr. Hargopal was the referee who called upon the captains of both the teams at 4-25 p.m. for the toss. The Modern School won the toss and chose to defend the western goal. At 4-28 p.m., the referee blew the whistle and both the teams in their uniforms entered the ground. They took up positions in no time. At 4-30 p.m., there was a short whistle and the match began.

The Modern School players mounted attack after attack but the defenders were very alert, Their goal-keeper foiled every attempt of the Modernites to score a goal. His agility and alertness was really praise-worthy. The on-lookers were all praises for him.

The game went on as a tough contest. The half time was going to be announced. Suddenly the right-out of the Modern School gave a shot and the ball went to their centre-forward. He rushed with it to the opposite goal and put up a hard kick. It was a clear-cut goal. Just then the interval was announced.

After an interval of five minutes, the game was resumed. The Air Force School team looked very serious. From the very beginning, they took the offensive. The modernites were not able to cope with the pressure. In the tenth minute of the second half, Modernites suffered a goal and both the teams were on equal footing. The students of the Air Force School bucked up their players whose spirits were very high now. They kept on pressing the Modernites all the time. They were able to score another goal only five minutes before the time was over. There was a hell of shouts indeed. Soon there was a long whistle. The match ended with a 2—1 win for the Air Force School.

12. THE DIWALI

The Diwali is the most important festival of India. It is a sacred festival of the Hindus. It falls in early November. It is celebrated in honour of Rama's happy return to Ayodhya after an exile of 14 years and after his victory over Ravan, the king of Lanka.

The weather is temperate—neither very hot not too cold. Great preparations are made to celebrate this grand festival. Houses and shops are cleaned, white-washed and decorated. Shopkeepers pile stocks of their wares and have a roaring sale. Confectioners have an exceptional day.

On Diwali day, people put on their best. They buy sweets, toys and several other things. Presents are exchanged with friends and relatives. Diwali greetings are exchanged too.

Towards the evening, the festival comes in full swing. Houses and shops are illuminated by lighting candles, bulbs or earthen lamps on roofs in rows. They are really a sight to see.

Children are very happy. They let off crackers and other fire-works. They keep doing so all through the night. The deafening sound of the crackers can be heard throughout the night.

At about 10 p.m., goddess Lakshmi is worshipped in every Hindu home. Prayers are held for health and wealth in the family.

Businessmen close their old accounts and start new ones. Dainty dishes are prepared and enjoyed. Some people gamble on Diwali night. It is a very bad practice and must be curbed.

13. A HOUSE ON FIRE

I was sleeping on the roof of my house as it was summer. Suddenly I was startled by loud shouts of "Fire ! fire !" It was about midnight. I got up and came downstairs. I opened the door and saw people running in one direction. Some of them were carrying buckets in their hands.

I, too, followed suit and soon reached the spot where a big building was on fire. It was the house of a rich man. Clouds of smoke were coming out of the building. Flames were leaping to the sky. The adjacent buildings were also in danger.

Suddenly the bells of the fire-brigade were heard. Someone had informed the fire-station. Soon the firemen reached. They began to fight the fire with full force.

People too brought pails of water to put out the fire. The fire was really very terrible. It was indeed a horrible sight to see. Cracking sounds of the burning furniture could by heard even from a distance.

The owner of the house was standing dumb. He was gazing at the fire with gaping eyes. He looked glen and helpless. His sons were standing by him quite silent. But the women were sobbing. Some of them were weeping aloud too.

After a tough struggle of about two hours, the firemen were able to bring the fire under control. But the magnificent building was charred all about. The loss of property was estimated to be about forty thousand rupees. Luckily there was no loss of life.

The fire-brigade left the scene. The owner of the house was thankful to those who had helped in putting out the fire. People too began to leave one by one. I too returned home very sad.

14. MY HOBBY

A hobby is something that a person likes to do in spare time. It gives him or her pleasure and satisfaction. It drives away boredom and idleness. It is quite different from a regular job or profession.

India is a hot country. People are generally lazy and poor as well. So, they have no time for hobbies. Only a few people have this interest indeed. Thank God, I have a hobby.

In the beginning I tried at several hobbies—drawing, stamp-collecting, toy-making, clay-modelling, painting and reading etc. But I could not set my mind to any of them.

Once I happened to go to my uncle's at Agra. His son Satish is my cousin. He had chosen gardening as his hobby. About 20

STORY-WRITING

Story-telling is as old as mankind itself. Even the early cave-dweller must have told stories to his children and wife to while away spare time.

With the development of scripts, stories came to be written. But old stories aimed mostly at some moral. They used to be based on fundamental experiences of life involving wisdom and tact.

Children are fond of stories. So, writing a story is a good exercise in composition for a student. Stories are written in two ways :

1. To reproduce a story read in a book or heard from some one.
2. To write a readable story from a given outline.

Anyhow the following points must be carefully observed while writing a story :

1. The writer must have a clear-cut idea of the plot of the story.
2. The start of the story must be straight-forward. No introduction is required at all.
3. The story must be evenly developed. Its parts must be proportionate.
4. A small dialogue introduced in the story gives it beauty and naturalness.
5. The heading of the story must be carefully chosen. It should be attractive and impressing.
6. The story must be written in the past tense. The language must be simple but correct.
7. Outlines are generally given in the present tense. The story is always in the past tense. But it should be written sticking to the outline faithfully. Only missing links should be supplied.

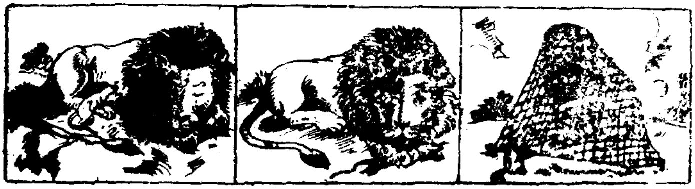
UNIT I

1. THE LION AND THE MOUSE

Once upon a time, a lion was fast asleep in the shade of a tree in a thick forest. It was very hot as the mid day sun was giving out scorching heat. A small mouse lived in a hole near by. Feeling hot inside the hole, it came out in the open and began to move about in the cool shade.

Seeing the lion asleep, the tiny mouse thought of some mischief. It went up to the sleeping lion and jumped on the body of the king of the forest. It ran across his body several times.

The lion felt disturbed and woke up. He was red with rage at the rudeness of the mouse. He decided to punish the naughty creature duly. So, he caught it under his paw and was just about to kill it. He said, "You idiot ! how dare you be that rude ! Now you will pay for it with your life."



Trembling in fear the tiny mouse implored, 'Spare my life, O king. I am only an humble mouse. I have been surely silly to disturb you in your sleep. You won't get much by killing me. But if spared, I may do some good to you one day. Forgive me my fault, sir, and let me go.''

The lion felt tickled to hear these words, yet he was moved with pity for the little mouse. He smiled at it and let it go.

Months passed but nothing happened. One day a hunter came and laid a strong net to catch some animal. Unluckily, the same lion was caught in the net. He roared and thundered. He tried his best to free himself but to no use. Feeling helpless he once again roared aloud. The mouse heard the roar of the lion and came out of its hole to see what had happened.

3. A wolf has a bone stuck in his throat—feels upset and suffers great pain—asks a crane to pull the bone out—promises a reward—the crane pulls it out—asks for the reward—the wolf says, "Your head is safe ; isn't it a reward ?"

4. A traveller knocks at an inn late at night—it is raining—innkeeper say he has lost the key—the traveller slips a rupee inside—the door opens—asks the innkeeper to bring his bedding inside—innkeeper goes out—the traveller shuts the door—says that he has lost the key—the innkeeper slips the same rupee inside—the door opens.

5. Twelve weavers—all foolish—start on a journey—cross a stream on the way—count themselves in turn—each counts eleven—forgets to count himself—all weep at the loss of the twelfth man—a farmer—asks them the reason of weeping—agrees to produce the lost man—gives each a shoe-blow—counts twelve. All happy—pay him what they have—come back home.

6. A poor man buys sweets—the shopkeeper gives a short measure—the man complains—the shopkeeper says, "Don't worry, you will have less to carry." Man very clever—pays less money—shopkeeper complains—the man says, "Don't worry, you will have less to count."

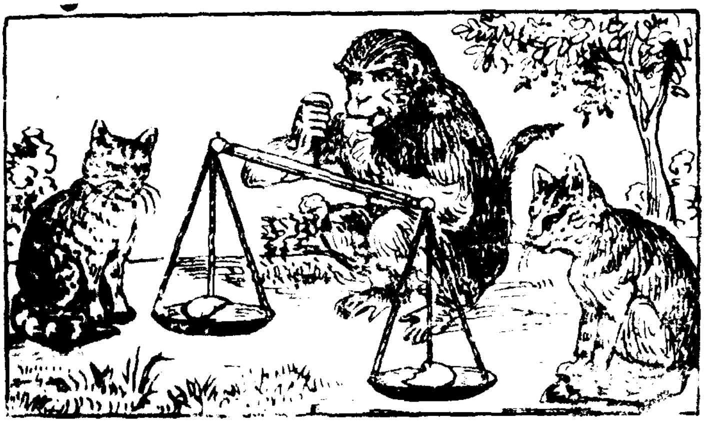
UNIT II

5. THE CLEVER MONKEY

Once upon a time there lived two cats in the same street. They were good friends and often met each other. They chatted and laughed and had a jolly good time. One day a strange happening took place. It led to a dispute between them.

Both the cats saw a cake at one and the same time. They ran towards it and reached it the same moment. Either of them placed its paw over the cake and claimed it for herself.

One of them said, "The cake is mine ; I first saw it and placed my paw on it. The other said, "No, it is mine ; I caught sight of it and reached it earlier than you."



The dispute could not be settled any way and the cats began to fight fiercely. Just then a monkey happened to pass by them. He was very clever. Seeing the cake and the cats he took no time to understand the whole matter. He said, "Dear sisters ! why should you fight like that ? I am here to settle the dispute. Be calm and sit beside me. See how I handle the matter."

The cats were taken in by the cunning monkey's sweet words. He took a balance and tore the cake into two unequal pieces. He placed either part in one of the two pans of the balance. The pan with the large piece went down. So, the monkey bit a big slice out of it and placed it in the pan again. Now the other piece became heavier. So, the monkey bit a large piece out of it. He went on doing this till both the pieces were very small.

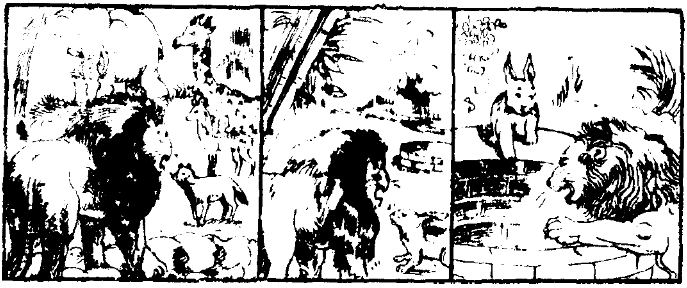
The cats now saw through the monkey's trick. They said to the monkey, "Please, give either of us a piece now. We shall eat these pieces and be satisfied."

But the monkey was too clever for them. He said, "After all I have done so much labour to settle your dispute. So, I must have these pieces as my fee." So, saying he put both the pieces into his mouth and ate them up.

6. THE CLEVER HARE

Once there lived a lion in a forest. He was very, very cruel. He roamed about and killed many animals every day aimlessly. All the animals were terribly afraid of him. They were very unhappy at the reckless killing of animals by the king of the forest. So, they decided to hold a meeting to discuss the matter.

A day was fixed for the meeting. Almost all the leaders of the animals took part in it. After a long discussion, was found a way out of this difficulty. It was decided that they should approach the lion and request him to accept one animal everyday. So, they went to him in a body and told him about their decision. The lion was pleased at this arrangement and so he agreed to it.



The first day, a wise clever hare was sent to the lion. He thought hard how to do away with the lion. Soon he passed by an old deep well and an idea struck him. He walked leisurely and reached the lion's den pretty late. The lion was furious to see him as he was feeling awfully hungry. He thundered, "You surly fellow! why have you come so late ?"

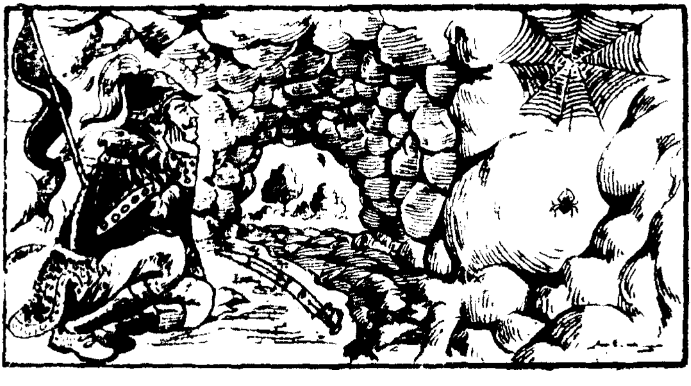
The hare put on a frightened look and said in a humble voice. "Pardon me, sir, another lion stood in my way. He wanted to kill me and eat me up. It was with great difficulty that I could save myself. That lion may harass every animal that is to come to you every day, sir."

The hare's words made the lion mad with rage. He at once said, "Show me where that lion lives. I must punish him before I eat you up."

The clever hare led the lion to the deep well and said, "There he is, sir ! Look into the well and see him for yourself." The lion bowed down to peep into the well and saw his own reflection therein. Taking it for another lion, he roared aloud and jumped into the well. He met a watery grave there. The hare returned home and conveyed the good news to his fellow animals.

6. TRY, TRY AGAIN

King Bruce has been a famous king of Scotland in Europe. He was a true patriot. He was very brave and courageous also. The ruler of England was very jealous of him. He raised a large army and invaded Scotland. Unluckily Bruce suffered a defeat and he had to run for life. So, the country of Scotland came under the English rule.



King Bruce made six brave attempts to free his country from the English yoke but all in vain. So, he was disappointed. He ran to a forest and hid himself in a cave. He was going to give up trying any more.

Suddenly the king's eyes fell on a spider hanging from a thread. It was trying to reach its cob-web. Every time it went up, it slipped down. But it went on trying again and again. It went on making effort after effort non-stop. Bruce counted nine brave attempts of the spider. Still it could not reach the cob-web.

The king was sure that the insect would now leave attempting any more. But he was in the wrong. Nine failures did not discourage the spider. It did not lose heart. After taking a little rest it started its tenth attempt. Step by step it went up. At first the king said, "Silly spider ! why doesn't it leave the attempt ?"

But the king was surprised to see that this time the spider was just at the door step of its cob-web. The king now watched it eagerly. Lo ! a brave leap nestled it in its home.

"Bravo ! bravo !!" the king cried out in praise, "all honour to those who try. Surely, I too must try again to win my throne."

So, Bruce raised an army once again. He invaded his enemy, the English king, with such a force that he won a grand victory. Scotland was free and Bruce was on his throne again.

8. THE CLEVER JESTER

Once upon a time there was a king. He was a very cheerful person. He had a clever jester at his court. The jester made everyone laugh. The king was very pleased with him. But the jester took undue advantage of the king's kindness. Sometimes he cut very dirty jokes with the courtiers. The courtiers were now very displeased with the jester who cared a fig for them. He was sure of the king's help. So, he went on with his nasty habit. He would pass witty remarks on anyone in the court. The courtiers were sick of him. They met together and decided to have him punished. They were on the look-out for a chance to poison the king's ears against him.

The plan of the ministers worked. One day the jester made a foolish remark in the court in the very presence of the king. The king flew into a rage and sentenced him to death. The jester was stunned to hear of his sentence. But he was very clever and wise.

The jester begged the king for mercy. At first the king would not hear anything. But the entreaties of the jester moved him at last. He said, "Well, I cannot change the sentence. Only, I allow you to choose the manner in which you like to die."

The wise jester was very happy to hear the king because he had got a chance now to save himself from death. He said in a humble voice, "O my Lord, let me die a death of old age. I don't like to die in youth."

The king and the courtiers burst into a peal of laughter. They were, in fact, very pleased at the wit of the jester. Even the courtiers now begged the king to have mercy on him. They did not want to lose such a wise and witty jester. So, the king pardoned him with a warning not to cut dirty jokes in the court.

EXERCISES

Expand each outline into a readable story :

1. Three young men set out on a journey. All are dishonest—find a treasure—agree to divide it equally—feel hungry too—one sent to bring food from the nearby town—the other two plot to kill him on his return—the third poisons the food—killed on return—the two die of poison—result.
2. A soldier walking through a market—sees a man selling caged birds—approaches him—buys all the birds—sets them free—people think him to be mad—all laugh at him—asks them the reason—they ask why he has freed all the birds—replies that he has been a prisoner of war—knows the sufferings of slavery.
3. A king wants to appoint an adviser—sends for five learned men—asks each to tell how his rule is—good or bad—promises a diamond to each for telling the truth—four praise him—gives each of them a diamond—the fifth speaks the truth—he is taken as the adviser—the diamonds are found to be false—Moral.

4. A wolf very hungry—goes to a sheep pen—sheep guarded very well—wolf's plan—puts on a sheep's skin—mingles with the flock—sheep bleating—the wolf tries to bleat but only howls—caught—beaten to death.

5. A king's elephant—daily taken to a river through a market—a tailor's shop—the tailor gives something to eat daily—one day tailor in bad mood—pricks a needle in the elephant's trunk—the elephant goes away—coming back with mud in the trunk—throws mud in the tailor's shop—all the clothes spoiled—Moral.

UNIT III

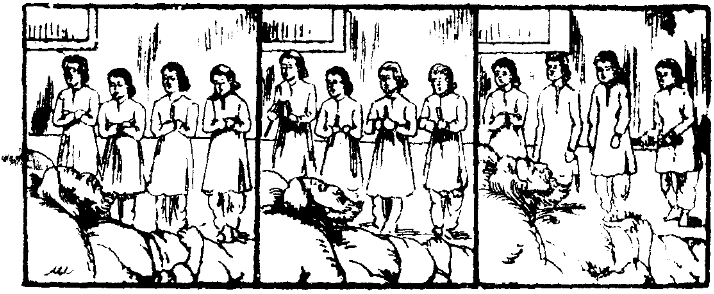
9. UNION IS STRENGTH

Once upon a time there was an old farmer. He had four sons who always quarrelled among themselves. They never cared for their father's advice even. The old man felt much pained and worried about them. All his efforts to make them live in peace were in vain.

Years rolled by and the old farmer fell seriously ill. His end looked near. Even on his dying bed, he was much worried about his sons. He thought hard and at last hit upon a plan to give them a practical lesson.

Weak and old as the farmer was, he called all the four sons and said, "My end is quite near. Before leaving this world, I want to give you something. The sons felt very eager to know what their father was going to give them. They decided to obey him at least at his last hour.

The old man asked his sons to bring a bundle of thin sticks tied together. The sons carried out his order and brought a bundle of sticks. The dying father asked them to try their strength on the bundle turn by turn. Everyone of them tried his best but none could break the bundle.



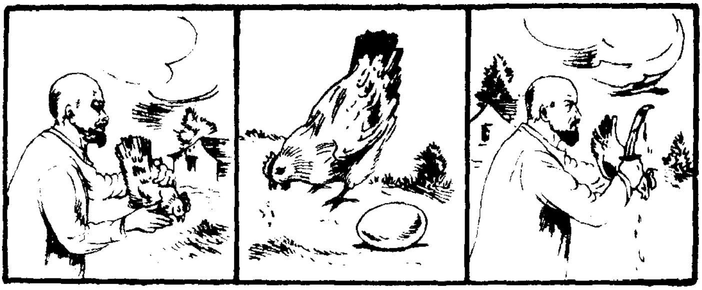
Now the old man asked them to untie the bundle. Even the youngest son was able to break the sticks of the bundle one by one. The old farmer now said, "Dear sons, learn a lesson from the sticks. When they were united, none of you could break them. But when they are separate, even, the weakest of you has broken them. In like manner, if you remain quarrelling, people will ruin you. But if you are united, you will be strong enough and nobody shall be able to harm you.

This practical advice had the desired effect. It acted as an eye-opener to the four brothers and they never quarrelled again. The old farmer could die in peace.

10. THE HEN THAT LAID GOLDEN EGGS

Once upon a time there lived an old man who was very, very greedy. He was quite rich and knew no want. He had a very beautiful hen that laid a golden egg daily. These eggs had made him even richer. But his hunger for money was never satisfied. He was always thinking of having more and more money. He wanted to be one of the richest men in the world.

The old man's wife was a noble lady. She hated her husband's habit of hankering after wealth. She always requested him, to give up greed and be a good man. But the man did not care for her requests at all. So, he went on with his activities. He had only one aim before his eyes and that was to amass more and more wealth.



It was mid-winter and the day was extremely cold. A chilly wind was blowing. The old man was sun-bathing in the compound of his house. Suddenly an idea flashed across his mind. He said, "My hen lays a golden egg daily. It must be having a large number of golden eggs in its body. Why shouldn't I get them all at once. Surely, I can be one of the richest men in the world."

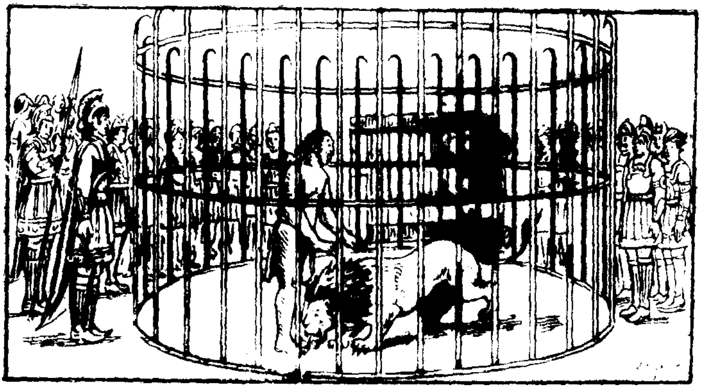
Thinking so, the old man went inside the house and brought a sharp knife. Then he caught his hen in his left hand and cut it open. But alas ! there were no golden eggs inside. There was nothing but blood and bones. Now the old man realised his folly. He was extremely sorry to lose his beautiful hen. He felt very small and hung his head in shame.

Moral : *Greed is a curse.*

11. KINDNESS IS A GREAT VIRTUE

In olden times slavery was in practice. Rich and strong men bought poor men as slaves and made them work very hard. These slaves were treated very cruelly. Sometimes they were flogged to death also.

Once there was a rich man in Rome. He had a slave named Androcles. The rich man was very cruel to him. He made him work like an animal but gave him very little food to eat. The slave was very unhappy. He was so tired of the bad treatment of his master that he ran away from his house into a thick forest.



Androcles passed the day hiding in a dark cave. He came out at night to hunt food for himself. The rich man had lodged a report to the king's men who were looking for Androcles. The runway slaves when caught were put to death. So, Androcles was passing his time in hide-outs.

One day Androcles was lying in the cave when he heard the roar of a lion just near by. He was afraid lest the lion should come into the cave. To his fright, the lion came in. Androcles turned pale and saw his end quite near. But the lion was limping and groaning in pain while walking. It had run a thorn into its paw.

The lion came up to the slave and held its paw up. The slave took no time to understand that there was some trouble with the lion's paw. He put raised paw onto his knee and looked carefully. There was a big thorn in it. The slave pulled the thorn out and the lion felt relieved. It began to lick his feet in gratitude.

Unfortunately, Androcles was caught by the king's men. He was sentenced to death. He was to be thrown before a hungry lion. A new lion had been caught for the royal zoo. It was the same lion.

A day was fixed for the punishment. Thousands of people came to see the cruel scene. Androcles was pushed inside a railing and a lion was let loose at him. The lion gave out a loud roar before springing at the slave. But it recognised its friend and began to lick his feet.

The spectators and the king were surprised to see this. When asked, Androcles narrated the whole story. The king was moved with pity and he set both Androcles and the lion free. It is said that the lion kept following Androcles like a pet dog for the remaining years of its life.

12. THE VAIN STAG

Once upon a time there lived a stag in a forest. It was a beautiful stag with branched horns and fine thin legs. One hot day in summer, it went to a pool to quench its thirst. The water of the pool was very, very clear. The stag saw his own reflection in the clear water. He was very pleased to see his beautiful horns, "How majestic my horns look ! No other animal has such lovely horns," said the stag to himself.

Amidst such amusing thoughts, the stag also chanced to look at his thin legs. At once he turned sad. He did not like them at all He cursed himself and said, "Ah ! my legs are so ugly. They are really no match to my beautiful horns.

As he was cursing his legs, he suddenly heard a noise. He turned round to see what it was. His fright knew no bounds when he saw some hounds and a hunter approaching him. He ran a fast as his legs could carry him. He had covered only a little distance when his horns got entangled into a thicket. He tried hard to be free but in vain. The hounds were after him. His end looked near. He hid himself in the bush. Now he was cursing his horns and praising the legs.

The hounds were close at the heels of the stag. They had seen him inside the bush. In no time, they reached there. The hunter too reached there. He shot the vain stag dead.

The legs which the stag condemned could carry him to safety but the horns which he was so proud of caused his death.

EXERCISES

Expand each outline into a readable story :

1. There is a dispute between the Sun and the Wind—they decide to contest—see a traveller—choose to try their strengths on him—the Wind tries first—blows hard—the traveller clasps his cloak tighter—then the Sun shines bright—the traveller takes off his clock—the Sun wins.

2. A camel and a jackal are friends—jackal sees a melon field across the stream—suggests to the camel to enjoy melons—camel agrees—carries the jackal on its back—jackal soon satisfied—begins to howl—the camel forbids him to do so—"It is my habit," says the jackal—farmer comes—beats the camel—return journey—camel dives mid-stream—jackal requests not to do so—"It is my habit," says the camel—jackal is drowned.

3. A wolf drinking water at a stream—sees a lamb down-stream—his mouth waters—licks his chops—goes up to the lamb—asks why he is making the water muddy—the lamb denies—again asks why it abused him last year—the lamb again denies—the wolf blames its parents—devours it up.

4. A fox falls in a shallow well—cannot come out—a goat suddenly comes—asks the fox why he is in—the fox says, "To drink cool water."—asks the goat to come

UNIT II

LETTERS

1. Letter to uncle thanking him for the birth-day present sent by him.

219, Rishi Nagar,
Shakur Basti,
Delhi—34,
August 23, 1983.

Dear uncle,

Lots of thanks for the alarm time-piece that you have sent to me as the birth-day present. Your selection is indeed marvellous. You have kept my urgent need in mind. How interested you really are in me !

The time-piece will surely help me rise early in the morning. I shall be able to put in more hard work. I assure you, uncle, I will spare no pains to prepare fully for the examination. By your blessings and God's grace, I am certain of winning a position.

Yours very lovingly,
Mahesh Bhanot.

2. Letter to cousin giving some happy news.

Sharma Niwas,
E-55, Greater Kailash,
New Delhi,
September, 5, 1983.

Dear Atul,

You will be delighted to know that my elder brother Inderjit is going to be married next month. Mummy told me about it yesterday. I am giving you this happy news in advance. The girl chosen for Inderjit is an M.A., B.T. She knows music and painting well. Be ready to attend the marriage. Don't let your mummy and daddy know about it till they are informed by daddy.

Yours affectionately,
Anita.

3. Letter to younger brother on a bad report from his headmaster.

225, Devi Bhawan Road.
Jagadhari,
October 6, 1982.

Dear Raj,

I have just received a report from the headmaster of your school about your result in the quarterly examination. It is satisfactory as far as your subjects of English and Mathematics are concerned. But in Science, History and Hindi, you have not fared well. You need to put in more hard work.

The general remarks from your headmaster are disappointing too. He is displeased at your general conduct. His opinion cannot be wrong. He is really a noble soul. I have profound regard for him as I too have been his student.

Raj, it is high time for you to make yourself. If you have any bad company, give it up at once. Next time, I must get a good report about you. I am not going to tell daddy about this report. But if you do not mend your ways, I shall be forced to tell him everything.

Yours affectionately,
Ram.

4. Letter to a friend apologising for not having been able to attend his brother's marriage.

D/681, Saraswati Vihar,
New Delhi,
May 12, 1982.

Dear Rajesh,

I am sure you will excuse me for not having been able to attend the marriage of your brother. It happened because of some circumstances beyond my control. Because of continuous rains, our colony was flooded. There was water and water all round our colony. Drain No. 8 had come to have a breach and its water marooned the area. We were completely cut off from the rest of the city for about a week.

Please accept my heartiest congratulations yourself and convey them to your brother, mummy and daddy also.

Hoping to be excused.

Sincerely yours,
Rajnish.

EXERCISES

1. Write a letter to your uncle informing him that you will spend your summer vacation with him.
2. Write a letter to your younger sister thanking her for the *rakhi* which she has sent to you.
3. Write a letter of thanks to your elder brother who has sent to you a cycle on your birth-day.
4. Write a letter to your friend who is not keeping good health.
5. Write a letter to your mother enquiring about the welfare of the family.
6. Write a letter to your father, who is away from home, about the welfare of the family.
7. Write a letter to younger brother asking him to work harder at studies.
8. Write a letter thanking a friend who has sent his congratulations on your success in the examination.
9. Write a letter to your niece giving her some happy news.
10. Write a letter to your friend, who had invited you, explaining why you could not go to him during the summer vacation.

UNIT III

MORE LETTERS

1. Letter to a friend congratulating him for standing first in his class in the annual examination.

10, Park Street,
Bombay,
July 8, 1983.

Dear Ahmad,

I extend my heartiest congratulations on your brilliant success and standing first in the class in the annual examination. You put in very hard work indced. It has been crowned with success. Let us thank the Almightly for it.

Ahmad, I wish you to continue with your studies in this very manner. It is sure to get you a scholarship in the Senior School Examination. Please convey my congratulations and respectful compliments to your parents too. I shall see you when I come to Delhi.

Yours very sincerely,
Bhaskar.

2. Letter to a friend sympathising with him as he has failed in the annual examination.

82 E, Adarsh Nagar,
Karnal,
June 27, 1983.

Dear Surjeet,

I was deeply pained to find your Roll No. missing in the paper. It is really a great shock. Your failure is quite unexpected. You had written to me that you had done your papers to your satisfaction. How has it happened then ? Please see the Black List and inform me in which subjects you have failed.

I would like to advise you not to lose heart at all. Failures are stepping-stones to success. Set about your preparation for the next year. Work whole-heartedly ; you are sure to win success.

Your sincere friend,
Jagjeet.

3. Letter to father asking for money.

15, Chawri Bazaar,
Delhi,
July 5, 1983.

Dear father,

I have just received your affectionate letter of the 20th of this month. You have advised me to work hard in order to get good marks in the annual examination, daddy. I feel I have not been putting in satisfactory work. But now I have made up my mind to be regular. I have made a time-table to devote time to each subject.

But regular work requires that I should rise early in the morning. For this, I must have an alarm time-piece. I have enquired about its price which is Rs. 60·00. Moreover I need some books also. They will cost about Rs. 40·00.

May I request you, daddy to send me Rs. 100·00 by money-order immediately ? I assure you of a very good result this year.

Your loving son,
Rajiv.

4. Letter to a friend condoling with him on the death of his mother.

Sector 15—A,
Chandigarh,
May 2, 1983.

Dear Maneesh,

I was awfully shocked to go through your letter of 21st instant. The cruel hands of death have taken away your dear mother as you have written. It is an untimely death—no less than a tragedy. All of you must be in profound sorrow.

Your mummy was really a noble soul—an embodiment of love and kindness. She was no less than a goddess, so to say. Her demise is an irreparable loss to your family indeed.

Words fail me to console you in your sorrow. Only time—that is a great healer—may heal this wound. May God give you strength enough to bear this tragedy and grant peace to the departed soul!

Sincerely yours,
Rakesh.

EXERCISES

1. Write a letter to your younger brother to pay proper care to his health.
2. Write a letter to a friend congratulating him on having won a lottery.
3. Write a letter to your younger brother encouraging him to distinguish himself in sports.
4. Write a letter to your cousin inviting him to spend his summer vacations with you.
5. Write a letter to your elder brother, who is away from home, informing him of the illness of your mother.
6. Write a letter to your sister telling her how you enjoyed a school trip to a hill-station.
7. Write a letter to your father requesting him to allow you to change to some better school.
8. Write a letter to your younger brother urging him to read the newspaper daily.
9. Write a letter to your cousin telling him all about your pet dog.

PRECIS-WRITING

WHAT IS A PRECIS ?

A precis is a *summary* and precis writing means summarising. Precis writing is an exercise in comprehension. A precis is the gist or *substance* or main theme of a given passage in as few words as possible. Thus precis-writing is an exercise in expression and includes all the essential facts of the passage to be summarised. All unnecessary details are to be left out. Although no strict rules can be laid down for the length of a precis, but usually it should not contain more than one third of the number of the words in the original.

Precis-writing is a very fine exercise in reading. Most of the people read carelessly, and retain only a vague idea of what they have read. It is very useful exercise in comprehension (understanding), in order to get the real idea of the passage. This is very important otherwise the summary will not present the salient features of the passage given.

ESSENTIALS OF A GOOD PRECIS

A good precis possesses the following essentials :

(*i*) Accuracy (*ii*) Clearness (*iii*) Completeness (*iv*) Coherence and (*v*) Conciseness.

In compressing three hundred words into one hundred words, it is obvious that much must be deleted. Hence, the art of precis-writing lies in making the right omissions and in combining skilfully what is left.

METHOD OF PROCEDURE

1. Read the passage carefully, several times if necessary, to get the real idea of the passage. The more you go through it, the clearer will be its subject and what is said about the subject.

2. Supply a short title which might express the subject of the passage.

3. Go through the passage again and underline all that seems relevant to the passage and number them at the margin.

4. Arrange the marked lines in the best possible manner to make an outline summary.

5. Go through the summary again and strike out those points or portions which have no bearing on the topic.

6. Avoid repetition and illustrations.

7. Write summary in your own words. Never try to copy out words or phrases from the original ; for otherwise your summary will present a look of disjoined piece. You may, of course, retain the most important words of the original.

8. Use the same tense throughout.

9. Write your summary in the indirect form of speech and in third person.

10. If the summary is too long, you should try to remove some words which do not seem to be very important or which can be expressed in fewer words. Write it out again.

Remember that precision lends grace to your writing. It is a technique of expression which must be grasped by all students. This will make you stand in good stead in your day-to-day life also.

ART OF COMPRESSION

Generally, you are supposed to follow the order of the original but you are not bound to follow the same, if you can express its meaning more clearly and concisely by transporting any of its parts. The art of compression aims rather at remodelling than mere omission.

The following are a few examples :

1. Cusi fell into the river and, before help could reach him, he sank.
   Cusi drowned in the river.
2. Rinchen was hard up for money and was being pressed by his creditors.
   Rinchen was in financial difficulties.
3. The rain continued unabated and did not cease until after it was day dawn.
   The rain continued till dawn.